

**Los Angeles Business Improvement District Consortium January 2007**  
**Minutes Regarding City Actions**

**Date:**           **January 31, 2007**

**Time:**           12:00 - 2:00 p.m.

**Location:**     Huntington Park BID  
                    Margarita Jones Restaurant  
                    6341 Pacific Blvd  
                    Huntington Park, CA 90255

**IV.     Report from Public Officials**

**Report from the City Clerk's Office (Holly Wolcott)**

Holly reported on the City Council's request for a study group to evaluate the possibility of a "City-wide" PBID ordinance, which would combine the State's PBID law and the City's Alpha law. The study is a result of City Council action approved at the meeting on 1/19/07 and which stemmed from recommendations by the Housing, Community, and Economic Development (HCED) committee. On 1/19/07, City Council approved recommendations of three points:

- 1) Study the possibilities of combining the two laws into one Ordinance,
- 2) Study the feasibility of reassigning the BID-related work to the Community Development Department (CDD),
- 3) Make a recommendation based on the study groups findings within 90 days.

Holly asked individuals who are interested in participating in the study group, to e-mail her directly.

Lorena Parker asked why this issue was being brought up if the BID program is working. Holly replied that it was found that certain areas have had difficulties in forming a PBID and that the study was a method in attempting to find a solution to their problems.

Lorena also asked if the study group members would be working on the Ordinance objective or the Feasibility of reassigning the BID-related work to CDD. Holly responded that the study group would be working on both objectives. This prompted Ken Smith to say that this issue was not new and he had participated in the same study group before.

The topic was closed with a mention that the first meeting is scheduled for February 27<sup>th</sup> and a reiteration to e-mail Holly Wolcott if interested in participating in the study group.

**Report from City Attorney (Rosemary Fisher Anaya)**

Rosemary mentioned various programs that are currently administered by the City Attorney's office that may be of interest to BIDs. These programs include:

- An Anti-gang plan promotion will be taking place with an opportunity to meet and discuss problems.

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- Community Days - The City Attorney, Rocky Delgadillo, is available to attend, contact Rosemary if you would like him to attend.
- Non-Profit developers are needed, please contact Rosemary if you know of any.

**Report from the Office of Community Beautification (Mike Espinosa)**

Mike mentioned a few programs which may be of interest to the BIDs. The following items were mentioned:

- The Adopt-A-Basket program offers trash bags to the district. However, there has been a glitch in the ordering process, BID Directors should call him if they need more bags now. A new shipment should be available in the next two weeks.
- 91 grants were awarded by the Office of Community Beautification during 2006. Please remember to submit your applications for grants.
- Mike reported a vendor for twinkle lights powered by solar electricity, is available for use by the BIDs. Lincoln Heights has already used this vendor to install twinkle lights on their trees. Mike can be contacted for the vendor information if your BID is interested.

**V. Report from Public Works, Bureau of Street Services, Urban Forestry Division - Enforcement of Illegal Tree Pruning/Removal (Ron Lorenzen)**

Ron reported a motion was passed which helps his division to enforce illegal tree trimming. The result of the motion has allowed the Urban Forestry Division to look into methods for better control of illegal tree trimming and removal. The Bureau has also done research on the advantages of trees in the public right-of-way. These advantages include reduction of overhead costs, such as air conditioning, and preventative storm relief efforts, to name a few.

Ron cited business sign viewing problems as a large attraction for illegal tree trimming. He reported concerned business owners do not have to resort to illegal tree trimming, they can contact the City and get a permit to trim the tree in front of their business through the City's legal guidelines.

Lorena Parker asked what the BID directors and presidents can do to fix the illegal tree pruning/removal problem. Ron identified three main points:

- Educate your stakeholders on Tree Trimming laws,
- Educate others,
- Have potential tree trimmers contact the Bureau for compliance

Ron continued by saying that this problem is difficult to remedy because, with prosecution under Destruction of Public Property, it is very difficult to pinpoint a suspect and actually prove the case in a court of law. For prosecution, the violator must be caught in the act with photographic evidence, and a police report must be taken on the scene.

Ken Smith asked for a one-page flyer from the Bureau that could be distributed to owners and others in the area. Ken also went on to say that the City often trims trees without any notice and can diminish the BIDs efforts. Ron responded first by promising a flyer, and second by saying the trim schedule for the City is every 9-10 years but should be done every 3-5 years. Coordination with the Bureau is the first step in the right direction.

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Ron closed by giving the new number for Urban Forestry, 213-847-3077, and by saying emergency trucks can be dispatched by calling 311.

#### **Report from the County Tax Assessors Office (John Noguez)**

John mentioned that his office can create substitute tax bills and fax them immediately to the owner. However, it is better if the owner calls ahead of the deadline date to receive the best service. Also, the substitute bill will NOT have the line item for Direct Assessment. This line only appears on the regular bill.

John continued by asking BID directors to be proactive with the influx of condo and mixed-use conversions that are occurring in the city. If their BID assessments have a differential per floor, e.g. first floor 33¢ per sq. ft. and upper floors 17¢ per sq. ft., inform the Assessors Office ahead of time. This will help reduce the number of incorrect bills sent by the County to property owners.

#### **Meeting Adjourned**

**Los Angeles Business Improvement District Consortium February 2007**  
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Date: **February 28, 2007**

Time: 12:00 - 2:00 p.m.

Location: Fashion District BID  
California Market Center  
110 E. 9th Street  
Los Angeles, CA 90079

**III. Report from Public Officials**

**Report from the City Clerk's Office (Holly Wolcott)**

Holly reported that the 'Survey of Capital Projects' draft had been completed with additional information from the Department of Public Works and was submitted to Councilmember Smith's staff.

Holly reported that City Clerk BID staff was in the process of gathering materials for a 'BID Consultant Training' workshop tentatively scheduled for April 2007.

Holly reported that BID Annual Reports need to be submitted on time according to the schedule outlined in each BID's contract.

**Report from the Office of Community Beautification (Mike Espinosa)**

Espinosa reported that on Saturday March 3rd the Office of Community Beautification (OCB) along with Keep America Beautiful will be coordinating tree-plantings and Community Beautification Events at 14 locations throughout the City.

Espinosa reported that on Wednesday March 7th a new supply of 22 micron trash bags will be available from OCB.

**There were no reports from the Mayor's Office, the City Attorney, Public Works, Bureau of Street Services or the County Assessors Office.**

**IV. Discussion regarding the resurgence of the LA City BID Ordinance**

Holly provided background information on the City's BID Ordinance establishment, a summary of the Working Group's recommendations and the resulting report from the City Clerk dated March 1, 2005 that was considered at the Housing Community and Economic Development Committee (HCED) on January 9, 2007. At the HCED Committee Meeting, Councilmember Reyes requested the CLA to request legislation that would clarify the ability of Charter cities to adopt BID legislation with requirements different from state law (e.g., 30% petition threshold citywide). In addition, the Councilmember requested the CLA to reconvene the BID Working Group with the appropriate City Departments and representatives from property-based BIDs, and return to Council in ninety (90) days with recommendations for the formation and operation of property-based BIDs Citywide, including, but not limited to a recommended

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uniform petitioning threshold and term; and study the possibility of reassigning all BID-related activities and responsibilities (from the City Clerk) to the Community Development Department (CDD) and report to Council with its findings.

On February 27, 2007, the CLA held a meeting to determine the composition of the reconvened BID Working Group and the topics that the Working Group will consider. The BID Working Group will be comprised of representatives of the original group (BID directors, City staff, staff of elected officials which included representatives of the Downtown Center BID, Fashion District BID, along with staff of the Offices of Mayor, Council Districts 1, 3, and 13, the Chief Legislative Analyst, City Clerk and City Attorney) plus the L.A. BID Consortium Chairperson. The BID Working Group will consider the following items: technical amendments, term, overlap and petition threshold relative to the City's BID ordinance and the feasibility of moving BIDs to the Community Development Department.

Holly also reported that the CLA has drafted a resolution for the Council to take a position regarding AB 1208, a current proposal in the California Assembly to amend and clarify portions of the State's merchant-based and property-based BID laws and the 'Multifamily Improvement District Law.' The proposed amendments in AB 1208 seek to clear up confusion and make these laws consistent with Proposition 218 and the Government Code.

BID Consortium Chair Lorena Parker lead a brief discussion of the issues reported by the City Clerk by taking a straw poll of opinion from the BID consortium members that were present at today's meeting and asked for additional input and discussion at future meetings.

**March BID Consortium meeting to be held in Leimert Park.**

**Meeting Adjourned**

**Los Angeles Business Improvement District Consortium March 2007**  
**Minutes Regarding City Actions**

Date: **March 28, 2007**

Time: 12:00 - 2:00 p.m.

Location: Leimert Park Village/Crenshaw Corridor BID  
4305 Degnan Boulevard  
Los Angeles, CA 90008

**III. Report from Public Officials**

**Report from the City of Los Angeles City Clerk's Office (Rosemary Hinkson)**

Rosemary reported that there are no new developments on the reconvened BID Working Group, which met on February 27, 2007. This group will consider technical amendments, BID term limits, overlap, and petition threshold relative to the City's BID Ordinance. The Working Group will also look at the feasibility of moving the BID program from the City Clerk's Office to the Community Development Department.

Rosemary reported that several BIDs have been recently established or will be heard in Council as part of the establishment process.

- The public hearing for the establishment of **Sylmar Alpha BID** was held in Council on March 20, 2007.
- The public hearing for **North Hollywood PBID** will be heard in Council on April 3, 2007 and the ballot tabulation report on April 4, 2007.
- **Westchester PBID** was heard in HCED committee on March 20, 2007 and should be scheduled in Council in early April.
- **Century City PBID** went out to petition on March 2, 2007.
- **Downtown Center PBID** expires on December 31, 2007. The petition drive commenced in January 2007.

Rosemary reported that one of the goals of the City Clerk's Office is to audit all the BIDs. Our office has submitted a request for a full-time auditor who will be assigned to the Special Assessments Section to help achieve this goal.

**Report from the City of Los Angeles Bureau of Street Services (David Rivera)**

David reported that his office is trying to register every news rack in the City of Los Angeles. Currently the City uses the Geographical Information System (GIS) to barcode approximately 3,000 news racks for enforcement and regulation purposes. The system of enforcement is up and running since February 2006. The priority of the news rack ordinance is to enforce the safety aspect posed by illegal news racks. Publishing companies that own these news racks must comply with the ordinance. Publishing companies that do not comply are given notification and ten days to comply otherwise the news racks are impounded.

Publishing companies are responsible to update the Bureau of Street Services if the news racks are relocated or the Publishers' contact information is changed. Vandalized news racks are currently not a priority. News racks should comply with a uniform ivy-green color. For more information, David can be contacted at [David.Rivera@lacity.org](mailto:David.Rivera@lacity.org) and (213) 847-6217.

**There were no reports from the Mayor's Office, the City Attorney, Office of Community Beautification, Public Works or the County Assessors Office.**

#### **IV. Discussion regarding the resurgence of the LA City BID Ordinance**

BID Consortium Chair Lorena Parker led the discussion regarding the proposed changes to the LA City BID Ordinance. This is the second meeting where opinions were heard regarding proposed changes to the LA City BID Ordinance. Overall, the entire LA BID Consortium agrees that the "system" is working and therefore do not recommend any changes at this time.

It was agreed that Alpha BIDs should continue to operate as they have been under the LSPM PBID Ordinance and Property and Merchant BIDs should continue to operate under State Law.

However, if the City of Los Angeles proceeds with recommending a Los Angeles Citywide Ordinance affecting PBIDs, we have obtained feedback from the LA BID Consortium regarding specific issues involving petition thresholds, term, and BID administration. The following is a compilation of the comments received from representatives of the Business Improvement Districts (BID) that attended the meeting on February 28, 2007.

##### Proposed Petition Threshold Changes

- The majority of the group concurred with a statement made that property owner consensus is needed to have an effective organization and that obtaining a 50% petition was crucial to that consensus. Furthermore, getting only 30% petitions is easy and that engaging the stakeholders is needed to build a more successful organization.
- Representatives of the two Alpha-bids that attended did not want their BIDs to be affected and therefore were in favor of the 30% threshold.
- There was a general consensus that forming BIDs with less than 50% support can create problems.
- It was clear that the non-Alpha BIDs were in favor of a 50% threshold; however, it was also clear that they did not want any of the existing Alpha BIDs to be subject to a higher threshold or affected by any changes.

##### Proposed Term Change

- The majority of the group agreed that a shorter term (5-10 years) provided a sense of accountability for the BIDs to perform.
- In addition, BIDs would have the flexibility to modify their Management District Plans (MDP) upon renewal. If the term was too long, this would limit the BIDs ability to make changes to the MDP.
- Two BIDs were in favor of having the flexibility for longer terms. Another BID stated that they would support a change that would allow some flexibility with some oversight.

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Proposal of BID Administration to move from City Clerk to Community Development Department (CDD)

- It was the general consensus that the BIDs have worked very diligently with the City Clerk's office to develop the system for administering BIDs and that the BIDs would NOT support this change.
- The majority of programs offered through the CDD do not apply to most BIDs. However, if the CDD would like to make a separate presentation to the LA BID Consortium, we would welcome them as our guest.

**The Central City East Association will host the April BID Consortium meeting.**

**Meeting Adjourned**



**Los Angeles Business Improvement District Consortium April 2007**  
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Date: **April 25, 2007**  
Time: 12:00 - 2:00 p.m.  
Location: Central City East Association  
725 S Crocker Street  
Los Angeles, CA 90021

**II. Overview of Safer Cities Initiative**  
**Report from Central City East Association (Estela Lopez)**

Estela Lopez gave an overview on the efforts made between the Central City East BIDs (The Toy District and Arts District specifically) and the City in addressing the Skid Row problem. She reported that only six months ago the area was filled with "wall-to-wall" encampments of homeless individuals who mostly took part in criminal activities and very lewd acts of conduct.

The Safer Cities Initiative was a joint action between the Mayor, the Police Chief, and the BIDs that dedicates 50 police officers to provide "reach out" type services to these individuals in three ways: 1) Enforcement, 2) Outreach, and 3) Enhancement. Ms. Lopez pointed out that this Initiative was created to make the streets safer for both the businesses as well as the homeless individuals, and it will stay in effect until their goal for safe streets in the area is made.

Ms. Lopez invited anyone interested to take a police escorted tour of the Skid Row area. Interested parties may meet on the 1<sup>st</sup> Wednesday of the month at the Midnight Mission at 6 pm.

**III. Report from Public Officials**

**Report from the City of Los Angeles City Clerk's Office (Miranda Paster)**

Miranda Paster began her report with an update of current BID actions in Council and Committee:

- The Ordinance of Establishment and Public Hearing for the Los Feliz 2007 renewal was heard and approved in Council on April 25<sup>th</sup>;
- The Annual Planning reports for the 2007 fiscal year for both Historic Downtown and Highland Park were approved in the Housing, Community, and Economic Development on April 24<sup>th</sup>.

Miranda continued with a report on the enhanced relationship between the City Attorney and the City Clerk. The City Clerk will now only look to the City Attorney for advice as needed in specific situations, which has greatly reduced review time for many of the renewal processes that are currently under way.

Miranda then mentioned that the current budget being proposed has no money for new or renewal BIDs, but this budget has not yet been adopted. Many of the representatives responded with an interest in either writing correspondence from the BID in the desire for a BID budget or making in-person appearances at the budget hearings. A follow-up will occur through e-mail.

Lorena Parker asked for an update on the Working Groups which are to analyze the possibility of moving the BID program to the Community Development Department and which also analyze the possibility of a comprehensive Property Ordinance. Miranda responded that at this time, no additional meetings have been set.

**Report from the City of Los Angeles Council District 12 (John Bwarie)**

John Bwarie began his report from the last topic of Miranda's report. He mentioned that as of now, there is no budget increase in the proposed Community Development Department (CDD) that would suggest an intent of moving the BID program over for the beginning of Fiscal Year 07/08. However, he continued to say that Council can not make budget changes until after July - therefore a CDD allotment for the BID program could occur as early as August.

John continued by talking about budget processes and mentioned that the largest current change in the proposed budget that may interest BIDs would be the cuts to Tree Trimming. The current schedule of trimming is once every 8 years. This proposed budget plans to increase that cycle to once every 10 years.

**There were no reports from the Mayor's Office, the City Attorney, or the County Assessors Office.**

**IV. Anti-Graffiti Report**

**Report from the City of Los Angeles Council District 2 (Evan Roosevelt)**

Evan Roosevelt reported on a few options that BIDs could use when addressing Graffiti in their district:

- Graffiti "Block Captains" can go after all graffiti in a specific area and report everything through one system
- The "Adopt a Wall" program allows individuals to repaint specific walls in their area and all supplies are provided by the Office of Beautification
- Contact your Council District and work with their currently available resources

Evan went on to say that Council District 2 is currently looking at what happens with graffiti removal requests from 3-1-1 and the effectiveness of the program in order to identify the best method.

**Report from the City of Los Angeles Office of Community Beautification (Paul Racs)**

Paul Racs reported that a Citywide Service Request system was being developed to streamline the process, however proposed budget cuts will negate the efforts of developing this system. At this time, making a request through 3-1-1 is the best method since any request through 3-1-1 will submit a service request within an hour. Requests made online are only processed during office hours. John Bwarie responded by saying that the current budget proposes cuts to the 3-1-1 budget so that it will no longer be a 24-hour service.

Paul continued to talk about the actions that occur when a request is made. He said that only 2 crews currently have the ability to go to "roof level", the remaining crews can only reach graffiti from the ground up. All crews have a contracted 72-hour response time, however their goal is to complete the work within 24 to 48 hours. Lorena asked if the city's online request form and the 3-1-1 operators make 2<sup>nd</sup> story and above graffiti a question when taking a graffiti removal report, and Paul agreed to look into the issue.

Paul reported that over 1200 gallons of paint were provided this fiscal year as well as chemical products. He went on to say that their proposed budget for this fiscal year should allow for more chemicals to the BIDs.

Lorena asked Paul if opaque trash bags could be acquired instead of the current clear ones. Paul mentioned that clear bags were cheaper due to the cost of petroleum (previous dark bags used petroleum), however he will work with vendors for next fiscal year on other options.

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**Final Questions**

Lorena asked Miranda to comment on the possibility of the BID Auditor. Miranda mentioned that Marjory Grant has been used as an Auditor to audit some BIDs, however all BIDs will be audited at some point and it will become a regular process. Miranda went on to say that Marjory may come to the May Consortium meeting and talk in detail about a segregation of duties. This refers to a separation between the person who opens the mail and who inputs the information.

John Niiro asked about a system of Direct Depositing and if it was possible to get the money from the BID trust funds directly deposited into BID spending accounts. Miranda said she would will look into the issue and report back.

Lorena asked about the requirement of Financial Statements and if there was a possibility to lessen their annual frequency as it is a costly expense. Miranda mentioned that the Financial Statements are used to show the fiduciary responsibility of the BID organizations from a 3<sup>rd</sup> party perspective. Another member at the meeting commented that the statements can be a benefit to the BID since they can aid stakeholders and help reduce liability. The topic then addressed ways of finding more inexpensive firms to conduct the statement review and members were asked to give references afterward if available.

**The Hollywood Media District will host the May BID Consortium meeting.**

**Meeting Adjourned**

**Date:** May 30, 2007

**Time:** 12:00 - 2:00 p.m.

**Location:** Hollywood Media District BID  
Village at Ed Gould Plaza  
1125 N. McCadden Place  
Los Angeles, CA 90038

### **III. Report from Public Officials**

#### **Report from the City Clerk's Office (Miranda Paster)**

##### BID audits

Miranda reported that the City Clerk's office has contracted with an independent auditor to complete audits of the BIDs. Eventually, all BIDs will be audited. The City Clerk's Office will hire an Auditor position. Miranda reported that some audits have already been completed and each one of them revealed accounting practices (separation of accounting duties) that need to be addressed.

Miranda introduced Marjorie Grant, the independent auditor that the City Clerk has contracted with to perform the BID audits. Ms. Grant made a presentation to the BID Consortium outlining key items of importance regarding best practices for BID accounting and explaining that these are also the items that auditors look for when evaluating an organization's procedures for handling money during an audit.

Ms. Grant emphasized 'separation of duties,' known as 'segregation' in accounting terms and that the BIDs should have a 'risk-based' focus regarding their internal control procedures. Ms. Grant explained that without this type of approach, fraud could not be easily detected. Ms. Grant said that designating jobs in a small organization such as bookkeeping, journal entry and payment functions still need to be separated and noted the difficulties of separating duties among a one, two or even three person operation. In such small organizations a member of the Board may be used as another signee to aid in the separation of duties. Ms. Grant passed around a 'handout' with information for "Improving Internal Controls."

##### BID Electronic Fund Transfer

Miranda reported that the BIDs may now have their assessment funds transferred to their BID bank accounts electronically. Miranda handed out

information about the requirements and contacting the Special Assessments Section accounting staff for making arrangements to use this procedure.

**Report from the Office of Department of Water and Power (Mudia Aimiuwu)**

**Light Grant Programs**

Mudia Aimiuwu of the DWP's Economic Development Group Grant Program provided information about DWP's Community Redevelopment and Beautification efforts through its lighting grants program. Mudia reported that LADWP provides funding for community-based organizations to attract business through this program and for the past several holiday seasons, DWP's Economic Development Group has been offering these grants to the Business Improvement Districts to beautify their areas with festive lighting and other decorations. Mudia reminded the BID directors that they need to resubmit their grant applications every year and that his office needs the forms turned in now to get them into the system. Mudia can be reached at (213) 367-1418.

**There were no reports from the Mayor's Office, the City Attorney, Public Works, Bureau of Street Services or the County Assessors Office.**

**Wednesday, June 27, 2007 BID Consortium meeting to be held in the LA City Attorney's office**

**Meeting Adjourned**

**Date:** June 26, 2007  
**Time:** 12:00 - 2:00 p.m.  
**Location:** Los Angeles City Attorney's Office  
City Hall Main  
200 North Spring Street – Tom Bradley Tower  
Los Angeles, CA 90012

## **II. Report from Public Officials**

### **Report from the Department of Public Works – Street Services**

There are approximately 7,500 miles of streets. A 10-year strategic plan is expected to be proposed as a local street improvement bond in February 2008. The Bureau of Street Services may generate a condition of street report upon request.

### **Report from the Office of the Mayor (Gabriel Sermino)**

#### Strategic Real Estate Projects

Representatives of the Mayor's Office are assigned and organized by geographical locations for economic development. Each representative helps to identify strategic real estate projects to grow and retain businesses. For more information, Gabriel can be reached at (213) 978-3069 and (213) 978-0616.

### **Report from the City Clerk's Office (Miranda Paster & Holly Wolcott)**

#### BID Renewals

BIDs that will expire by December 31, 2008 and plan project to begin services on January 1, 2009 should begin renewal activities now.

#### BID Electronic Fund Transfer

~~TMiranda reported that the~~ BIDs may now have their assessment funds transferred to their BID bank accounts electronically. Information was Miranda handed out relative to information about the requirements and contacting the Special Assessments Section's accounting staff for making arrangements to for use this procedure.

#### Brown Act Reminder

The City Attorney's Office provides a presentation on the Brown Act. BIDs may contact the City Clerk Special Assessments Section to coordinate a

presentation. All BID-related meetings are to be noticed 72 hours in advance and meetings are to be held within the jurisdiction of the BID boundaries.

**Report from the Office of Community Beautification (Michael Espinosa)**

Community Beautification Grant

This grant is celebrating its 10<sup>th</sup> Anniversary and has funded over 90 projects to date. The 2007-2008 Application and Guidelines Packet is due Wednesday, October 17, 2007.

**Report from Council District 12 (John Bwarie)**

Neighborhood Councils

BIDs should coordinate and leverage money with Neighborhood Councils. These Councils are budgeting more tightly this year and money may be taken away if unused. BIDs should look into working with their Neighborhood Councils.

**There were no reports from the City Attorney and the County Assessors Office.**

**Wednesday, July 25, 2007 BID Consortium meeting to be hosted by the Historic Downtown BID.**

**Meeting Adjourned**

**Los Angeles Business Improvement District Consortium July 2007**  
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**Date:**           **July 25, 2007**  
**Time:**           12:00 - 2:00 p.m.  
**Location:**     Downtown Center BID  
                  626 Wilshire Blvd., #200  
                  Los Angeles, CA 90017

**I.       Introductions**

Lorena Parker made introductions to the meeting and pointed out a few non-agenda topics that were distributed through email to the BIDs:

State Enterprise Zones

Kim Brown will host a program about State Enterprise Zones on September 26<sup>th</sup>. Along with the email on the program was another email with different zoning maps. A BID may fall within one of these zones and may be eligible for additional methods of funding.

Amended Legislation (AB 1208)

An email was sent to all BIDs on July 25 regarding State Assembly Bill 1208 which was approved in July. More information needs to be known about the effect of this Assembly Bill and a discussion of the issue will follow at a later meeting.

**II.     Report from Public Officials**

**Report from City Clerk (Miranda Paster)**

Miranda reminded everyone in attendance that if renewal is needed for a January 1, 2009 start date, the BID should be well underway in beginning the process which should be completed by May 2008.

Miranda continued to say that audits will occur for 5 BIDs: Chatsworth, Chinatown, Lincoln Heights, Little Tokyo, and South Park. Letters have been sent to these BIDs and the auditor will contact each one individually to arrange dates.

A topic of Electronic Fund Transfer (EFT) was discussed at the June meeting. Miranda readdressed the issue saying that due to the large number of interested districts, the City Treasurer/Controller will be creating a form for EFT and each BID will need to fill out this form once available. More information will follow.

**III.    Report from Special Guest**

**Report from the Department of Water and Power (DWP)**  
**- Outdoor Lighting Program (Rebecca Sherrill)**

Rebecca Sherrill gave a presentation about the Outdoor Lighting Program. As of July 1, 2007, the DWP has full control of street lighting on wooden polls. There are two projects handled under the Outdoor Lighting Program which provide lighting, and each includes installation, upkeep & maintenance, and electricity for these lights. These programs could reduce electricity costs up to 40%, and installation of lights can take place as soon as two weeks from the initially placed request.

Outdoor Area Program

The Outdoor Area Program provides lights to private property areas and in alleyways that are not considered public streets. This program allows placement of extra lighting on wooden polls,



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or the placement of new wooden polls with lights on private property if there is access to above ground electrical lines.

This program can be used to light a privately owned building or lot within the boundaries of a privately owned parcel, regardless of the type of property (e.g. Residential, Commercial, Industrial, etc.). Property owners will enter into a one-year contract with the DWP and have a 7-day "satisfaction guarantee". The Outdoor Area Program is financed through monthly flat-rate lease amounts, and examples are as follows:

Regular Street Lights		"Cobra Head" Street Lights (directs light straight down)	
Light wattage	Monthly cost (est.)	Light wattage	Monthly cost (est.)
100-watt	\$ 12.50	100-watt	\$ 11.50
1000-watt	\$ 34.36	200-watt	\$ 16.00
		400-watt	\$ 20.00

**Utilitarian Program**

The Utilitarian Program can provide street lighting for public streets and public sidewalks if a wooden poll exists in the area. However, new wooden polls cannot be placed on public streets, but the DWP may be able to place lights on existing concrete and steel polls under certain circumstances.

The Utilitarian Program is free. There is no contract or monthly lease fee for installation and maintenance of lights on public wooden polls under this program.

Rebecca Sherrill asked the group to contact her directly if interested in either of these two programs. Rebecca can be reached at (213) 367-2709, or by email at [Rebecca.Sherrill@LADWP.COM](mailto:Rebecca.Sherrill@LADWP.COM)

**Final Comments**

Leimert Park will be hosting a Jazz Festival on August 12, 2007.

Wilshire Center will be having an Earth Day/No Car Day celebration on April 22, 2008, and plans to host the January BID Consortium meeting with more information about the festivities.

Fashion District will implement a Storm Drain project this Summer, which will make way for their Streetscape Improvement Plan to begin. They have also been utilizing a new "Palm Pilot" program from Eponic Corp. which allows for electronic Daily Activity Reports (DAR). Contact the Fashion District if you are interested in more information.

Hollywood Entertainment District (HED) is using new electronic software by SFW Co. to tract activity. A demo of the software is planned for the HED hosted meeting on September 26<sup>th</sup>.

Downtown Center discussed the results of their successful renewal, and expressed thanks and appreciation to the City Clerk for quick assistance and good customer services, as well as special thanks to Rick Scott, BID Analyst, for his help. The Downtown Center Ballot Tabulation was 97.24% in favor of renewing the BID.

**The Hollywood Entertainment District will host the September BID Consortium meeting (No August meeting).**

**Meeting Adjourned**

**Los Angeles Business Improvement District Consortium September 2007**  
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Date: **September 26, 2007**

Time: 12:00 - 2:00 p.m.

Location: Hollywood Entertainment District BID  
Taft Building, Room 200  
1680 Vine Street,  
Los Angeles, CA 90028

**II. Report from Public Officials**

**County Assessors Office (John Noguez)**

Adaptive Reuse Properties

Noguez discussed the County's position regarding the current trend of BIDs with Work/Live Adaptive Reuse projects within their boundaries. Noguez said that he is available to offer information to the BIDs concerning their use of different assessment rates for upper floors of these properties regarding the County's use codes and taxation rates.

**Council District 12 (John Bwarie)**

New Council Committee

Bwarie announced the formation of a new Council Committee entitled Jobs, Business Growth & Tax Reform. This Committee will be handling the Business Improvement District related matters previously considered by the Housing, Community and Economic Development Committee. This new committee will meet the 2nd Friday of each month at 9:00 a.m. in Room 1010 at City Hall. The Jobs, Business Growth & Tax Reform Committee, which begins its assignment on October 1st, will be chaired by CD-12 Councilmember Greig Smith with CD-10 Councilmember Herb Wesson as its Vice-Chair and CD-2 Councilmember Wendy Greuel as a member.

Bwarie also announced that he is currently working on a disaster/earthquake preparedness plan to help the BIDs.

**Office of Community Beautification (Michael Espinosa)**

Community Beautification Grant

Espinosa reminded the BIDs that the 2007-2008 Community Beautification Grant (CB Grant) Applications are due Wednesday, October 17th for the current cycle of funding. The CB Grant is a competitive annual matching grant of up to \$10,000 awarded to community groups to fund neighborhood beautification projects in the City of Los Angeles.

Espinosa also said the BIDs had recently received an increase in their allocation of trash bags and that Public Works will be looking at its budget to see if more bags can be made available to the BIDs.

**Office of the City Clerk (Miranda Paster)**

Future Assessments

Miranda discussed the issue of 'future assessments' regarding additional parcels and square footage that come into existence within a BID area during its current establishment period. Miranda said that the City Attorney was meeting today to come up with an acceptable way to

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deal with this issue without violating Prop 218; i.e., the right of a property owner to vote on a property assessment.

The Hollywood Entertainment District BID and other BIDs, particularly in the downtown area, are experiencing a surge in development that will add additional potential assessees during the BID's lifetime. However, the new property owners of this additional square footage will not have had the opportunity to vote on their new property's assessment for the benefit that the parcel would receive from the BID's services.

Miranda explained that only parcels/property owners that had the opportunity to participate in a weighted vote can be assessed and that a BID's assessment formula must apply to the property as it existed at the time of the BID's formation. If new square footage is added to the existing property during the BID's lifetime, the original assessment would remain and have to be divided equitably among the new as well as existing parcels based on benefit. If the BID wants to charge these new parcels at the same rate as the original parcels (resulting in an increased or new assessment), a Prop 218 election must be held to afford the opportunity for the new potential assessees to vote.

Miranda also reminded the Consortium that the renewal process for property BIDs expiring at the end of 2008 should be well underway by now. These BID's should be submitting their new proposed management plans and engineer's reports by January for City Clerk approval so they may be allowed to go out to petition. Keeping to a schedule is necessary for the timely completion of the Prop 218 election process. This would allow the inclusion the BID's assessments on the tax rolls in order for the new BID to begin operation on January 1, 2009.

**Public Works Bureau of Street Services (Sean Bothwell)**

Trash Receptacles

Bothwell has recently been appointed as the Superintendent of the North Central Area of the Street Cleaning Section of the Bureau of Street Services, Street Maintenance Division. Bothwell explained that the Bureau of Street Services presently services 3,000 trash receptacles citywide. Bureau policy is to install litter receptacles on public property at major intersections, bus stops, and crosswalks where heavy pedestrians traffic generates considerable litter. During the day, litter receptacles and curb returns are serviced on various frequencies.

Bothwell explained that under the Adopt-a-Basket program, litter baskets are furnished by the Bureau of Street Services to civic or community organizations or individuals provided that assume the service responsibility. Organizations or individuals may request placement of a limited number of special green receptacles at approved locations. These receptacles are not intended for the convenience of individual property owners however, placement of them requires that the business or property owner of the location sign an agreement indicating they want the receptacle and responsibility for it. Receptacles placed under this program will be monitored. If adequate service levels are not maintained, the receptacles will be removed.

**Community Development Department (Kim Brown)**

State Enterprise Zones

Kim Brown of CDD discussed information about State Enterprise Zones. If a BID's boundaries are contained within one of these zones the BID may be eligible for additional methods of funding.

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**Additional information was provided by other BID attendees regarding these topics:**

The California Downtown Association presented information regarding its annual meeting in Long Beach, beginning October 24th.

The Hollywood Entertainment District staff and its software vendor SFW gave a presentation on the expandable, net-based system that the BID uses to maximize its budget by tracking information about all of the BID's activities and property ownership and to identify crime and nuisance incident trends to focus the security budget accordingly; identify patterns associated with graffiti vandalism and to target mitigation strategies; retrieve and analyze parcel and assessment information and track and manage relevant assets (trash bins, news racks, trees, etc).

**There were no reports from the City Attorney and the Mayors Office.**

The BID Consortium's next meeting will be hosted by the Canoga Park BID on Wednesday, October 31, 2007 at the Madrid Theatre, 21622 Sherman Way, Canoga Park.

Meeting Adjourned

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**Date:**           **October 31, 2007**

**Time:**           12:00 - 2:00 p.m.

**Location:**     Canoga Park BID  
                  Madrid Theatre  
                  21622 Sherman Way  
                  Canoga Park, CA 91303

**III.     New Mayor's Representative**

**Mayor's New Representative - Amy Howard Richardson**

Amy reported that the Office of the Mayor wants to bring value from City Hall to specific businesses and wants to be a resource to individual businesses as well as BIDs as a whole.

Amy said that Helmi Hisserich has been added to the Mayor's team from the Community Development Department and is focused on BIDs. Amy went on to say that a current Mayor's Representative, Bud Ovrom, works on the economic aspects of getting projects funded and built, whereas Helmi will be focusing specifically on Policy.

Both Amy and Helmi are available to BIDs and individual businesses. Please contact the Mayor's office and ask for either Amy or Helmi.

**II.     Report from Public Officials**

**City Clerk (Miranda Paster)**

**Future Development Language**

At the last meeting, concerns were raised regarding the ability to assess parcels that are being developed. The former policy did not permit increasing assessments without a Proposition 218 election. As a result of law clarification and Assembly Bill 1208, our policy has changed. Miranda informed the group that the City Clerk has been working on suggested wording for projects in the development stage that have an opportunity to participate in the Proposition 218 ballot process. This wording could be used in Management District Plans for BID renewals. The language, as currently drafted, would allow for any building in a BID to be assessed the rate of the approved assessment, based on the buildings actual square footage area, if the building were to be modified after BID adoption in Council. Miranda continued by saying that this would only be allowed if the property owner during renewal/establishment had a chance to vote and review the assessment formula and methodology, since it is the duty of the owner to relay the information to subsequent property owners during escrow.

The drafted language is as follows:

*As a result of continued development, the District may experience the addition or subtraction of assessable commercial footage for parcels included and assessed within the BID boundaries. The modification of parcel improvements assessed within the District may then change, upwards or downwards, the amount of total footage assessment for these parcels. In future years, the assessments for the special benefits bestowed upon the included BID parcels may change in*

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*accordance with the assessment methodology formula listed in the Management District Plan and Engineer's Report provided the assessment formula does not change. If the assessment formula changes, then a Proposition 218 ballot will be required for approval of the formula changes.*

A question was raised regarding changes in assessment amounts for currently established BIDs. Miranda said that the ability to change an assessment amount would greatly depend on the language in the Management District Plan, and the City Clerks office would have to review possibility on a case-by-case basis.

Another question was raised if a new owner would pay based on the old vote if a new building was built. The City Clerk will seek legal counsel to answer that question and respond at a later time.

California Downtown Association Conference from Oct 24 - 26

Miranda reported that the special assessment section staff attended the 2007 annual conference. They attended various workshops providing useful information held pertaining to BIDs. She encouraged all BIDs to attend the next conference. For more information about the California Downtown Association, please visit [www.californiadowntown.com](http://www.californiadowntown.com).

Sanitation Recycling Program

Miranda reported information about a meeting with Tom Puchalski of the Department of Public Works, Bureau of Sanitation. Tom Puchalski works with Sanitation's Recycling Program and is involved with both Commercial and Multi-family Recycling. Tom wants to come to the November Consortium meeting and make a presentation about the program, but he also wants to contact each BID about the program. Tom can be reached at (213) 485-3693 or he can be reached by email at [tom.pulchalski@lacity.org](mailto:tom.pulchalski@lacity.org)

**Office of Community Beautification (Michael Espinosa)**

Community Beautification Grant

Michael reported that the \$10,000 Community Beautification Matching Grant deadline was October 17, 2007. There was a 30% increase from last year, which allows for a bit more competition and time in processing. The award results are anticipated to be announced in Mid-January, 2008.

Trash Bag Program

At this time, there are no problems with receiving or distributing the trash bags to BIDs. Please contact Michael Espinosa for more information.

**Council District 12 (John Bwarie)**

New Council Committee

John reported the status for the new committee, which will start this year. Councilmember Smith is the chair for the new committee which is called the Jobs, Business Growth, and Tax Reform committee. The meetings for this committee will travel and rotate between three different locations in the City, 1) one in the Valley, 2) one in Downtown, and 3) one in the South West region, near LAX. The first meeting for this committee will take place in the Valley and is tentatively scheduled for December 4<sup>th</sup> at 6 p.m., and is tentatively set to be held at a Church on Rinaldi Street. More information will be sent out ASAP.

**IV. Board of Public Works - Update on trash can issue**

**Bureau of Street Services (Kirk Bible and Hugo Valencia)**

Trash Receptacles

Hugo, who is the cleaning coordinator in charge of the "Adopt-a-Basket" program, began by discussing the requirements for placing trash receptacles on public streets. The program currently requires consent of the business owner, via completion of forms for each individual basket, before a receptacle can be placed in front of a business. This policy is an accountability measure held by the Bureau of Street Services for the more than 3,000 baskets placed under the program.

A discussion was held by members of the meeting as to the inconvenience and impracticality the policy has on Business Improvement Districts. Those present argued that the District is providing clean services and the District should be held accountable for placement of the baskets. They also argued that Districts are established through City Ordinance with a defined life span and businesses can often come and go without prior notification, therefore allowing for a more reliable and consolidated accountable source.

Kirk Bible stated that they would present the BID's concerns to executive management as a means to rewrite the policy which would allow a BID to sign for multiple trash receptacles within a district. Kirk and Hugo will give an updated report at the November 28<sup>th</sup> BID Consortium.

If you would like to contact Kirk about the Adopt-a-Basket program, you may call him at (310) 348-1778 or email him at [kirk.bible@lacity.org](mailto:kirk.bible@lacity.org).

**V. Presentation from LA Inc. (Patti MacJennett)**

LA Inc.

Also known as the Los Angeles Convention Visitors Bureau, LA Inc. is a non-profit organization with an association of members that operates through promoting Los Angeles as a tourist destination. Patti MacJennett is the Sr. VP in charge of all marketing and works to promote and market issues in communities such as safety and cleanliness as well as leisure and entertainment.

For more information about LA Inc. and the marketing features available through their organization, you may visit [www.greaterlosangeles.com](http://www.greaterlosangeles.com)

Dine L.A.

Patti informed the meeting of the new website being launched by LA Inc. that will act as a comprehensive, consumer-rated dining guide to Los Angeles eateries. To kick off the website launch, a special promotional advertisement will launch in late Jan/early Feb which will allow guests to purchase special dining packages at a select restaurants. There is no cost to be added to the website, but if a restaurant wants to participate in the special dining package there is a \$1000 fee.

LA Inc. will provide an "enrollment package" which will be distributed through email to all the BIDs. However, you can find out more information by logging onto [www.seemya.com](http://www.seemya.com) which will have the new dining site once it is launched.

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**Additional information was provided by other BID attendees regarding these topics:**

Special Event Fee Wavier

John Bwarie added that there is current discussion held between different counsel offices that may move to the end of "fee waving" for certain public events, such as street fairs. There has not been a definite decision if this policy will go into place, and the policy itself has not been decided as to which events, if not all, will be covered. John suggested writing your Council representative with your opinions on the issue.

News Rack Ordinance

Sarah from the Hollywood Entertainment BID asked about status of the "News rack Ordinance" which is in its 3<sup>rd</sup> year and addresses illegal news racks on public streets. A discussion was held and suggestions were made to possibly get a schedule from Gary Harris as to the method of coverage and compliance. Lorena will attempt to get a schedule and will email any information out to all Consortium members.

The BID Consortium's next meeting will be hosted by the Tarzana BID on Wednesday, November 28, 2007.

**Meeting Adjourned**



**Los Angeles Business Improvement District Consortium November 2008**  
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Date: **November 28, 2007**

Time: 12:00 - 2:00 p.m.

Location: Tarzana Safari Walk Business Improvement District  
Tarzana Community and Cultural Center  
19130 Ventura Boulevard  
Tarzana, CA 91356

## **II. Report from Public Officials**

### **City Clerk (Rosemary Hinkson)**

#### Property BID Annual Reports

Rosemary reminded the group that all property BIDs need to get their 2008 Annual Planning Reports into the City Clerk's by the end of the year in order for them to be presented to and approved by the City Council.

#### Renewing Property BIDs

Rosemary advised the group that the City Attorney has opined that because the BID consortium meeting is not an official function of the City and it is organized by the BIDs themselves, the meeting does not have to adhere to the Brown Act.

#### BID Consortium and Brown Act

Rosemary reminded the group that property BIDs that will expire by December 31, 2009 and plan to begin services on January 1, 2010 should begin renewal activities in the spring of 2008.

#### BID Survey

Rosemary reminded the group to please fill out and return the BID surveys with ideas and suggestions for increasing participation at the monthly consortium.

### **Mayor's Representative (Amy Howard Richardson)**

Amy reported that the Mayor's office recognizes the significant benefit that the BIDs are to the areas of the City where they are located and wants to help promote and expand the program. Amy said that she and Mayor's Deputy Helmi Hisserich (formerly of the CRA) are available to assist the BIDs in anyway they can.

### **Office of Community Beautification (Michael Espinosa)**

#### Trash Bag Program

Michael reported that a new shipment of trash bags will be due in one week. Problems getting the bags lately have been due to the volatility of the price of oil. Michael also said that the packaging of the bags due to the microns of the material will be different, but that the same amount of bags will be available to the BIDs.

**Council District 12 (John Bwarie)**

New Council Committee

John reported that the Jobs, Business Growth, and Tax Reform committee that will be handling BID-related matters on behalf of the City Council will be holding its first meeting on January 15th at 6:30pm in Van Nuys. John said the committee will travel and rotate between three different locations in the City including Downtown, the Westside and Hollywood.

**Public Works (David Rivera, Public Works, Street Services)**

Newsrack Ordinance Update

Rivera reported that since the passage of the Newsrack Ordinance by the City Council in 2006, The Bureau of Street Services (BOSS) investigators have been tagging numerous newsracks for the following reasons:

- a. Obstruction of parking meters
- b. Obstruction of bus zones
- c. Abandonment of news racks
- d. Lack of news rack registration
- e. Placement of newsracks in locations designated as "regional historic" or of "cultural significance."

Newsracks creating an unsafe condition or simply a safety concern have taken priority over others. Investigators have tagged and impounded racks from Neighborhood Service Cabinets outside of the planned reseeding areas as a result of special requests from the Los Angeles Police Department (LAPD), the Southern California Metropolitan Transportation Authority (Metro) and City Council.

The focus of the program began in the South Valley and along Ventura Boulevard. That portion is now completed. Currently, investigators are conducting enforcement in West Los Angeles and the Central area of the City. It is anticipated that completion in these areas will occur within 11 months.

Rivera said that the process of enforcement, as prescribed in the ordinance, is a time consuming process that hinders Street Services' ability to move swiftly through an area. For example, when a newsrack is in violation the owner/operator is given ten days to comply with the notice. If there is an issue with the historical presence among the publications at the same location, then delays could occur while this issue is worked out. Depending on circumstances a block may take ten to 20 days to reseed and issue permits.

Rivera presented statistics showing the milestones of the program so far:

- . Tagged newsracks for violation - 5036
- . Bar-coded newsracks (par of "reseeding") - 6457
- . Number of miles reseeded - 594
- . Impounded newsracks for non-compliance - 1338
- . Registered publications citywide - 88
- . Permit fees collected - \$482,515.74

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- . Applications received - 22,246
- . Created an online web page allowing publishers to monitor accounts
- . Made all newsrack GIS information captured in the field accessible on Navigate L.A.

**Community Development Department (Kim Brown)**

State Enterprise Zones

Kim Brown of CDD discussed information about State Enterprise Zones. If a BID's boundaries are contained within one of these zones the BID may be eligible for additional methods of funding.

**III. Impact of Jones v. LA City settlement, 41.18d  
(Overnight Sidewalk Camping) - Estela Lopez**

This item was moved to the January 2008 BID Consortium meeting.

After serving two years as the BID Consortium Chairperson, Lorena Parker of the Studio City BID turned over the chair to Laurie Hughes of the Gateway to L.A. BID.

The BID Consortium's next meeting will be hosted by the Wilshire Center BID at the Southwest Law School on Wednesday, January 30, 2008.

**Meeting Adjourned**

**Date: January 30, 2008**

**Time: 12:00 - 2:00 p.m.**

**Location: Wilshire Center Business Improvement District  
Southwestern Law School  
3050 Wilshire Blvd.  
Los Angeles, CA 90010**

## **II. Wilshire Center - Cool District Presentation**

### Earth Day Event - April 22, 2008 (Gary Russell)

The Wilshire Center BID will be hosting an Earth Day/Car Free Day event on April 22<sup>nd</sup> from 10 a.m. to 5 p.m. The event will consist of festivities along Wilshire Boulevard between Western and Harvard. For more information, please contact the Wilshire Center BID or visit their Earth Day website at [www.wilshirecenter.com/earthday](http://www.wilshirecenter.com/earthday)

### Cool District Program (Mike Russell)

The Wilshire Center BID made a presentation on a Cool District program which creates a plan to reduce the Districts carbon dioxide emissions 2% each year over the next 40 years. The BID will establish a website to show progress and more information on the program in the next coming years. More information can be found now about the Cool District Program at the <http://www.wilshirecenter.com/earthday/CoolDistrict.htm>

## **III. City Wide Recycling / Environmental Programs**

### **Bureau of Sanitation (Karen Coca, Public Works, Sanitation)**

The Bureau Of Sanitation (BOS) can provide a number of services to businesses in order to efficiently manage waste and recycling services. However, by City Ordinance, commercial waste/recycling collection cannot be contracted through the BOS.

#### Commercial Waste Management

Per request, the BOS can perform a study of waste management services for businesses in a specific area and provide help in consolidating waste removal contracts so that all tenants have sufficient service at the lowest possible cost.

#### Recycling Management

The BOS can exercise assistance with recycling programs including a study included with the Waste Management Study (described above). Additionally, the BOS can supply recycling bins for businesses and has a food recycling program.

For more information about any of the BOS programs available, please contact the Recycling Division at (213) 485-2260 or visit the Bureau of Sanitation's website at [www.lacity.org/san](http://www.lacity.org/san)

#### **IV. BID Issues / Updates**

##### **Adopt - A - Basket**

**Council District 11 (Jim Kennedy, Field Deputy, Westchester Office)**

##### Adopt-A-Basket update

An update from the October 31, 2007 consortium meeting. The Bureau of Street Services is working with Council District 11 to revise the Adopt-A-Basket form. So far the Bureau has approved a Business Improvement District form which allows for the BID to fill out the form, but still requires each independent business owner to sign for each basket placed. Efforts to revise the form are pending.

##### **Newsrack Ordinance Update**

**Public Works (David Rivera, Public Works, Street Services)**

##### Newsrack Ordinance Update

An update from the November 28, 2007 consortium meeting. The Wilshire, Hollywood, and Canoga Park BID areas are completed. The Bureau is currently receiving information on the West Los Angeles and Central areas.

For more information, please contact David through email at [david.rivera@lacity.org](mailto:david.rivera@lacity.org)

##### **BIZ Fed (Laurie Hughes)**

Central City East will make a presentation at the next consortium meeting on a project that proposes to pull all business associations in Los Angeles County together.

#### **V. Report from Public Officials**

##### **Mayor's Representative (Amy Howard Richardson)**

##### Internet Resources

The Mayors office is creating a comprehensive City website that will contain all possible City resources and will be easily navigated within a few mouse clicks. City Departments will be able to post documents and information to this new site regularly so that all information will remain up-to-date. The website should be ready to launch shortly.

##### **Council District 12 (John Bwarie)**

##### New Council Committee

The second meeting of the new Jobs, Business Growth, & Tax Reform committee will be on Tuesday, February 12<sup>th</sup>, 2008 at 6 p.m. at the Los Angeles Chamber of Commerce. After this meeting, two more night meetings will be held in different parts of the city, and the remaining committee meetings will be at City Hall during the day.

**Office of Community Beautification (Michael Espinosa & Paul Racs)**

Budget Cuts

Budget cuts have forced the Office of Community Beautification (OCB) to reduce expenditures. All processes can continue as normal through February 2008. Beginning March 1, 2008, the following areas will be impacted to cut a total of \$900,000 from the remaining 07/08 budget:

**Graffiti Abatement Program**

Cut \$500,000 - affects all calls for service from March thru June. Above ground floor and higher cost (e.g. mural graffiti removal) abatement will no longer be available. Regular ground floor abatement will continue, however timeliness of service may be severely impacted.

OCB will still be able to supply paint and rollers to current BIDs who perform their own abatement. OCB will not be able provide supplies to new recipients.

**Community Benefit Grant Program**

Cut \$350,000 - affects half of one year and will most likely be felt in the next year of awards.

**Trash Bag Program**

Cut \$50,000 - affects all disbursements after February.

OCB may offer their warehouse as a distribution center if BIDs decide to contract for a group bag contract.

All budget cuts correspond to the end of this current fiscal year (07/08). No knowledge is known as of yet to what will result for next fiscal year (08/09).

**City Clerk (Rosemary Hinkson)**

Annual Planning Reports

All 2008 planning reports should have been submitted to the City Clerk. Please contact the assigned BID analyst if the 2008 planning report has not been submitted.

BID Invoices

Advisement was given to all BIDs to not address BID invoices to Karen Kalfayan or Frank Martinez. To expedite payment, please address all BID invoices to Holly Wolcott.

New BID Analyst

John Tesseneer joins the City Clerk staff as a new BID analyst.

The BID Consortium's next meeting will be hosted by the Gateway to L.A. BID at the Los Angeles Chamber of Commerce on Wednesday, February 27, 2008.

**Meeting Adjourned**

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**Date: March 26, 2008**

**Time: 12:00 – 1:45 p.m.**

**Location:** Los Angeles Chamber of Commerce  
Hosted by the Central City East Association  
350 S. Bixel Street  
Los Angeles, CA 90017

**II. Minutes of February 27, 2007 – All concurred**

**III. Old Business**

**Newsrack Ordinance**

Discussed the motion (CF 08-0164), introduced by Councilmember Greig Smith (CD 12), proposing changes to LAMC 42.00(f) concerning the placement of newsracks within the City with John Bwarie, Council Deputy of CD 12. Among the concerns raised were the placement of newsracks relative to parking spaces and historic buildings, the uniformity of color and whether there would be further negotiations regarding the proposed changes.

**Adopt-a-Basket**

BID Consortium Chairperson Laurie Hughes spoke of a meeting that she attended in the City Attorney's Office on March 14, 2008 regarding the City's Adopt-A-Basket Program. She reported that the signatures of individual business owners will no longer be necessary when a BID requests trash baskets, provided that the BID accepts responsibility for the baskets and agrees to the terms in the Adopt-A-Basket Letter of Understanding.

A sample of an Adopt-A-Basket Letter of Understanding was presented by Laurie Hughes to be used by the BIDs. It was suggested that item (5) of said sample Letter be revised to allow for placement of BID names and/or logos on the baskets.

**IV. New Business**

**Possible Formalization of BID Consortium**

Discussed the greater weight the BID Consortium could have in advocating for common goals if it became a formal group with the ability to propose actions for Council consideration like the Neighborhood Councils. Laurie Hughes and Donald Duckworth (Sunset & Vine/Westchester) will develop a consortium letterhead and mission statement.

Possible future BID Consortium projects could include:

- Hosting a luncheon for Councilmembers to discuss BID issues face to face.

- Instituting a Citywide "BID Day" as a means of introducing residents to the positive impact BIDs are making in their respective areas.
- Issuing a periodic "State of the BIDs" report detailing BID activities and achievements.
- Using the collective buying power of BID Consortium to achieve economies of scale when purchasing supplies such as trash bags.

**Illegal Posting of Signs on Public Property**

The illegal posting of bills continues to be a problem in many areas. Generally, the BIDs staff simply remove the bills, because there is little enforcement of existing laws by the City, and the fine is only \$164 even when the law is enforced.

Among the suggestions offered for dealing with this problem were:

- Complaining to the City rather than just removing the bills
- That the City should raise the amount of the fine for illegal posting, which is too low to discourage large promotion companies
- That the City should have an agency or staff dedicated to enforcement of existing laws regarding illegal posting, which receives little attention from law enforcement

**V. Reports from Public Officials**

**Mayor's Office**

Not represented.

**Councilmember Greig Smith's Office (CD 12)**

John Bwarie stated that cuts to programs such as graffiti removal or the City supplying BIDs with trash bags were unlikely before the end of the current fiscal year. However, given the severity of the City's projected budget deficit it was suggested that individual BID members contact their respective Councilmembers as soon as possible if they want to attempt to save such programs from severe cuts or elimination.

**City Clerk's Office (Rosemary Hinkson)**

Announced the appointment of Karen Kalfalyan as Interim City Clerk, effective April 1, 2008.

**Public Works**

Not represented.

**Dept of Water and Power**

Not represented.

The BID Consortium's next meeting will be hosted by LANI/BLQ-Pico Blvd. on Wednesday, April 30, 2008 at a location to be announced.

**Meeting Adjourned**



**Los Angeles Business Improvement District Consortium April 2008**  
Minutes Regarding City Actions

Date: **April 30, 2008**

Time: 12:00 - 1:30 p.m.

Location: Byzantine-Latino Quarter/Pico Blvd Business Improvement District  
Saint Sophia Cathedral  
St. Basil Room  
1324 S. Normandie Ave.  
Los Angeles, CA 90006

**III. Reports from Public Officials**

**Mayor's Office Representative**

No representatives were present at the meeting

**Council District 12 (John Bwarie)**

Update on Budget Process

The City is in the middle of the Budget adoption process for the 2008/2009 Fiscal Year. Certain issues are proposed to be eliminated/reduced which may effect Business Improvement Districts in the City.

**City Clerk (Miranda Paster)**

Property Assessments for 2009

Letters will be going out to all property-based BIDs reminding them that the submission of assessment data for the 2009 calendar year is due June 2<sup>nd</sup>.

Annual Planning Reports

All 2008 planning reports should have been submitted to the City Clerk. Please contact the assigned BID analyst if the 2008 planning report has not been submitted.

**Public Works**

**Office of Community Beautification (Michael Espinosa)**

Proposed Budget Cuts

Proposed budget cuts have forced the Office of Community Beautification (OCB) to make some changes for the 2008/2009 fiscal year. The following changes per program are proposed:

Graffiti Abatement Program - No Change.

The program remains in effect for the 2008/2009 fiscal year.

Community Benefit Grant Program - Reduced availability

A proposed cut of \$250,000 will reduce the overall budget for this program to \$600,000 and result in a reduced maximum of approximately 70 awards in the 2008/2009 fiscal year.

Trash Bag Program - No Change.

The program remains unchanged for the 2008/2009 fiscal year. However, the Office will go out to bid every two months in order to keep costs low.

**Department of Water and Power**

No representatives were present at the meeting

**County Tax Assessor's Office (John Noguez)**

Prop 8 Forms

Prop 8 forms are used for reduction of property assessment. The same form is used for reduction of commercial and residential property assessments due to their decline in market value. Forms can be obtained through the County Assessors website at [www.assessor.lacounty.gov](http://www.assessor.lacounty.gov), or by calling John directly at (213) 893-0738, and are referred to as form number RP-87 or an Application for Decline in Value Reassessment.

**IV. Old Business**

Discussion of BID Consortium Direction

Further discussion was had on methods to "formalize" the BID consortium. Discussion was held to form an Ad Hoc BID Formalization Committee whose responsibilities would entail, but would not be limited to, the following tasks:

- 1) Create a Mission Statement
- 2) Create a BID Consortium Letterhead
- 3) Compose 3 collective BID Consortium "Goals of Action"
- 4) Compose a visual presentation for City Council of BID successes

Initial appointment of the Ad Hoc Formalization Committee include involvement from Carol Schatz, Laurie Hughes, Estella Lopez, Don Duckworth, and Rena Masten.

Please send all pictures and other statistical information which can be used in the visual presentation to City Council to Laurie Hughes.

Adopt-a-Basket

The form from Public Works is finalized and approved. Laurie Hughes will send out the form via e-mail to all consortium members.

Budget Reductions

Newspaper rack, sign, & sidewalk repair provisions have proposed cutbacks in the current 2008/2009 fiscal year proposed budget. More information will follow on any approved budget cutbacks and their effects on BIDs at the next BID Consortium meeting.

**V. New Business**

Rotary International Convention (Jon Gibby)

The Rotary Club will hold their International Convention at the Los Angeles Convention Center from June 15 - 18. A pre-convention event day will be held on June 14 and is open for attendance by all. More information can be found at [www.rotary.org](http://www.rotary.org).

The convention expects to draw as much as 20,000 attendees who will visit different BID areas in Los Angeles. The Rotary Club is asking for support with BID safety ambassadors where convention participants are staying and visiting. If there is more information for your BID that you would like to be made available to convention participants, please contact Laurie Hughes.

Terrorism Awareness (Detective Deruise ("Dare-is-zay"))

Detective Deruise, from the Los Angeles Police Department, is available to give presentations to BIDs and BID safety personnel to help identify the "pre-planning" and "surveillance" actions of domestic terrorist groups.

BIDs are welcome to contact Detective Deruise at (213) 847-1052 or through email at [31413@lapd.lacity.org](mailto:31413@lapd.lacity.org). A few smaller size BIDs may group together staff for one presentation. Lorena Parker or Laurie Hughes will email more information if any interested BIDs would like to be involved.

The BID Consortium's next meeting is scheduled for Wednesday, May 28, 2008 at the VICA in Sherman Oaks.

**Meeting Adjourned**

**Los Angeles Business Improvement District Consortium July 2008**  
Minutes Regarding City Actions

Date: **July 31, 2008**

Time: 12:00 - 1:30 p.m.

Location: VICA / Economic Alliance Board Room  
5121 Van Nuys Blvd., Suite 200  
Los Angeles, CA 91403  
Hosted by Susan Levi

**Reports from Public Officials**

**Mayor's Office Representative**

No representatives were present at the meeting

**Council Office Representative (John Bwarie)**

Special Event Fees Waiver

John briefly discussed fee waivers for special events, and stated that requests to waive the fees the City normally charges for street closure permits, etc., should be made as early as possible.

**City Clerk's Office Representative (Miranda Paster)**

PBID Renewals

Miranda reported that Lincoln Heights and the Chinatown expansion were adopted by Council, SLAIT is scheduled for next week and the public hearing for Century City was continued to September 23, 2008..

Quarterly Reports and Newsletters

Miranda reminded the Consortium that the 2008 second quarter reports and newsletters were due.

Recent Court Ruling

Miranda reported that the recent California Supreme Court ruling in the case of Silicon Valley Taxpayers Association, Inc. vs. Santa Clara County Open Space Authority provided new definitions to general and special benefits. Although the Offices of the City Attorney and the City Clerk continue to review the case and its possible impact on BIDs, Miranda stated that it is unlikely the ruling would have significant impact on BIDs which had reached the Ordinance of Intention phase.

**Public Works Representative (Michael Espinoza)**

Trash Bag Availability

The representative from Public Works reported that the agency would be able to guarantee the price for trash bags through December 2008.

2008-09 Community Beautification Grants

The representative from Public Works reported that workshops throughout the City will be held in August and September regarding the 2008-09 Community Beautification Grants

**Los Angeles Business Improvement District Consortium July 2008**  
**Minutes Regarding City Actions**

available from the Board of Public Works' Office of Community Beautification. The grant proposals are due October 22, 2008. More information can be obtained by calling 213-978-0225/0226 or at [www.laocb.org](http://www.laocb.org)

**Department of Water and Power Representative**

No representatives were present at this meeting.

**County Tax Assessor's Office Representative (John Noguez)**

Reduction of Property Assessment

In light of the magnitude 5.4 earthquake in Chino Hills on July 30, 2008, John reminded everyone of the form used for reduction of commercial and residential property assessments due to their decline in market value. Forms can be obtained through the County Assessors website at [www.assessor.lacounty.gov](http://www.assessor.lacounty.gov), or by calling John directly at (213) 893-0738, and are referred to as form number RP-87 or an Application for Decline in Value Reassessment.

**City Attorney's Office Representative**

No representatives were present at this meeting.

**Councilmember Wendy Greuel (CD 2)**

Earthquake Preparedness

Councilmember Greuel stated that the earthquake on July 30, 2008, serves as an opportunity to raise awareness of the importance of being prepared for earthquakes.

Transportation

Councilmember Greuel noted that commuters in Los Angeles now spend an average of 93 hours per year in traffic, making transportation an important economic issue for the City. This makes strategic planning critical if the City is control its own destiny. Long term, that means placing a priority on obtaining funding for transportation projects. Short term, over the next year the City will be installing more left turn signals and traffic lights, and working to synchronize the lights to keep traffic flowing. In addition, the fine for parking illegally during peak hours will double to \$140, and there will be stricter enforcement of the ban on road construction during rush hour.

Parking

Councilmember Greuel reported that the Special Parking Revenue Fund calls for increases in parking meter rates, which may help businesses in these areas by increasing the turnover rate of parking spaces, resulting in a greater number of potential customers. Councilmember Greuel also noted the nuance of empty lots becoming used car lots, and stated that there is a 72 hour time limit for parking a car on an empty lot.

**Other Guests**

**Glass Renu (Cody Thomas)**

Mr. Thomas demonstrated the Glass Renu system for removing graffiti that has been etched into glass.

**Los Angeles Business Improvement District Consortium July 2008**  
Minutes Regarding City Actions

Date: **August 27, 2008**

Time: 12:00 - 1:30 p.m.

Location: Los Angeles City Hall  
Board of Public Works Hearing Room  
200 N Spring Street, Room 361  
Los Angeles, CA 90012  
Hosted by Central City East Association

**I. Call to Order/Introductions**

**II. Minutes of July 31, 2008**

**III. Report from Public Officials**

**Mayor's Office Representative**

No representatives were present at the meeting

**Council Office Representative (John Bwarie)**

Nothing to Report

**City Clerk's Office Representative (Miranda Paster)**

PBID Renewals

Property BIDs that are planning to renew with a start date of January 1, 2010 should have their draft Management District Plan into the City Clerks Office for review by November/December 2008. The following BIDs are set to expire December 31, 2009: Canoga Park, Downtown Industrial, Highland Park, North Hollywood, Sherman Oaks, Studio City, Tarzana, and Toy District.

Recent Court Ruling

The recent California Supreme Court ruling in the case of Silicon Valley Taxpayers Association, Inc. vs. Santa Clara County Open Space Authority provided new definitions to general and special benefits. This will require more specific language in Management District Plans and Engineer's Reports from this point forward. If you have questions about the definitions or would like to review examples of other plans, please contact the City Clerks office.

**Public Works Representative (Valerie Shaw)**

Nothing to Report

**Department of Water and Power Representative (Mudia Aimiuwu)**

Nothing to Report

**County Tax Assessor's Office Representative (John Noguez)**

Reduction of Property Assessment

An Assessors packet was distributed with forms and information related to property tax assessments. The pink form, Guide to Proposition 8, is the form used for a Decline-in-Value Reassessment. Please contact John Noguez at (213) 893-0738 or at jnoguez@assessor.lacounty.gov for more information.

**City Attorney's Office Representative (Rosemary Fisher-Anaya)**

New City Attorney Contact

Rosemary announced that she will no longer be the contact for the City Attorney. The new representative will be Leigh Flores.

Questions for City Attorney Representatives

Questions for the City Attorney should be sent to Laurie Hughes before the meeting so that the City Attorney representative can research the question and prepare an answer for the meeting.

**IV. Old Business**

L.A. BID Consortium Surveys

Surveys are due by Friday, August 29, 2008 to begin to compile the information for the "State of the BIDs" presentation which is tentatively set for October. A hard copy will be sent to everyone for use by those who do not want to fill out the online version. The completed hard copy version should be mailed to Laurie Hughes.

**V. New Business**

Trash and the Toy District (Stu Clark)

A study was done in the Toy District on ways to optimize trash pickup in an effort to make a model for all BIDs to follow. The study found that the time of trash collection, locations of collections, habits of merchants and the homeless population, and the use of multiple trash contractors all contribute to a very complicated and ineffective trash collection operation.

A full report was made on the recommendations to optimize trash collection and ultimately lower cost. Some key points made were to: (1) have all property owners partner together and hire one contractor for trash collection, (2) have trash collection occur at times right after high levels of trash dumping occurs, (3) lock commercial trash receptacles to prevent pilfering, and (4) create a pre-paid trash bag program for merchants who do not have direct access to commercial trash receptacles.

The findings also recommended changes to pedestrian trash receptacles, such as changing to lockable, pilfer-proof, fire-resistant trash receptacles such as the Big Belly Trash Receptacles (Big Belly Trash Receptacles are solar powered, trash compacting receptacles that can hold multiple times the amount of a regular trash can).

**Los Angeles Business Improvement District Consortium July 2008**  
**Minutes Regarding City Actions**

Please contact Laurie Hughes at (310) 215-7328 for more information about this study.

Film LA Early Notification System (Todd Lindgren)

Film LA is a private non-profit organization which works via contract with the City and County of Los Angeles to help acquire approval for public closures due to entertainment industry filming and to notify any potentially affected residents and businesses of upcoming filming within 48 hours. Film LA will also work with residents to address closure problems due to film production.

To include your district in special notification of filming productions, or if you have questions about the Film LA corporation, or would like Film LA to make a presentation to your property owners, please contact Todd Lindgren at (213) 977-8628 or via email at [todd\\_lindgren@filmlainc.com](mailto:todd_lindgren@filmlainc.com).

The BID Consortium's next meeting is scheduled for Wednesday, September 24, 2008 to be held at the VICA / Economic Alliance Board Room.

**Meeting Adjourned at 1:30 p.m.**



**Los Angeles Business Improvement District Consortium September 2008**  
**Minutes Regarding City Actions**

**Date: September 24, 2008**

**Time: 12:00 - 1:30 p.m.**

**Location: VICA/Economic Alliance Board Room**  
**5121 W. Van Nuys Blvd., Ste. 200**  
**Sherman Oaks, CA 91403**

**III. Reports from Public Officials**

**Mayor's Office Representative**

No representatives were present at the meeting

**Council Office Representative**

No representatives were present at the meeting

**City Clerk's Office Representative (Rosemary Hinkson)**

**Property BIDs Renewing for 2009**

Rosemary reminded the Consortium that the renewal process for property BIDs expiring at the end of 2009 should be well underway by now. These BID's should be submitting their new proposed management plans and engineer's reports by January for City Clerk approval so they may be allowed to go out to petition. Keeping to this schedule is necessary for the timely completion of the Prop 218 election process and inclusion of the renewal BID's assessments on the tax rolls in order for the new BID to begin operation on January 1, 2010.

**Public Works Representative (Michael Espinosa)**

**Community Beautification Grant**

Espinosa reminded the BIDs that the 2008-2009 Community Beautification Grant (CB Grant) Applications are due October 22nd for the current cycle of funding. The CB Grant is a competitive annual matching grant of up to \$10,000 awarded to community groups to fund neighborhood beautification projects in the City of Los Angeles.

**Department of Water and Power Representative**

No representatives were present at the meeting

**County Tax Assessor's Office Representative**

No representatives were present at the meeting

**IV. Old Business**

**L.A. BID Consortium Surveys**

Laurie reminded the BIDs that the surveys were due at the end of August however, not all of them have been received. Consequently, the "State of the BIDs" presentation to the City Council, which had been tentatively set for October, will have to be rescheduled. The return of the surveys from all the BIDs is necessary in order to compile the information for presentation.

**V. New Business**

Parking Meter Revenue Motion

CD-15 Councilmember Janice Hahn introduced a motion on September 10th asking the City's Chief Legislative Analyst to report back with recommendations whereby a percentage of funds generated from a potential parking meter rate increase, or an equivalent amount, be allocated to the Business Improvement Districts.

Proposed changes to Lobbying Regulations

The City's Ethics is considering changes to the Municipal Lobbying Ordinance that may potentially affect the nonprofit management organizations that operate the BIDs. Some of the changes are the definition of a lobbyist and exemptions for certain nonprofits. Laurie passed out information about the changes being considered and the consortium discussed the possible adverse unintended consequences that some of these proposed changes may have for the BIDs. The Ethics Commission will hear public comment regarding these proposed changes at its October 14th meeting.

IDA Conference Recap

BID Consortium members who attended the 54th International Downtown Association conference held in Calgary in September discussed their experiences and the information they received regarding trends, themes, and solutions to sustaining downtown development.

The BID Consortium's next meeting is scheduled for Wednesday, October 29, 2008 to be held at the Hollywood Forever Cemetery (BOO!) hosting.

**Meeting Adjourned at 1:30 p.m.**

**Los Angeles Business Improvement District Consortium October 2008**  
**Minutes Regarding City Actions**

**Date: October 29, 2008**

**Time: 12:00 - 1:30 p.m.**

**Location: Hollywood Forever Cemetery  
6000 Santa Monica Boulevard  
Hollywood, CA 90038**

**III. Reports from Public Officials**

**Mayor's Office Representative (Gabriel Sermenio)**

Gabriel spoke of meeting with merchants in the Mid-Wilshire area on the benefits of establishing a BID. Their next meeting was scheduled for November 5, 2008.

**Council Office Representative**

No representatives were present at the meeting.

**City Clerk's Office Representative (Miranda Paster)**

Property BIDs Renewing for 2010

Miranda reminded the Consortium that property BIDs expiring at the end of 2009 should have their draft Management District Plan into the City Clerk's Office for review by November/December 2008. Keeping to this schedule is necessary for the timely completion of the Prop 218 election process and inclusion of the renewal BID's assessments on the tax rolls in order for the new BID to begin operation on January 1, 2010.

Miranda announced that the Ordinance of Intention for Fashion District West was adopted by Council on October 28, 2008, and that Ken Melendez was retiring and considering disestablishing the Wilmington BID.

**Public Works Representative**

No representatives were present at the meeting.

**Department of Water and Power Representative (Mudia Aimuwu)**

Holiday Lighting Program

Mudia Aimuwu of the DWP's Economic Development Group Grant Program handed out information on the Holiday Lighting Grant Program. Mudia reported that the LADWP is considering adding BID rebate programs in addition to the Lighting Grants. Mudia can be reached at (213) 367-1418.

**County Tax Assessor's Office Representative (John Noguez)**

Reduction of Property Assessment

John reminded everyone that the form used for reduction of commercial and residential property assessments due to their decline in market value must be filed by December 31, 2008. Forms can be obtained through the County Assessors website at

[www.assessor.lacounty.gov](http://www.assessor.lacounty.gov), or by calling John directly at (213) 893-0738, and are referred to as form number RP-87 or a Decline in Value Reassessment Application (Prop.8).

**IV. Old Business**

L.A. BID Consortium Surveys

Laurie reported that 21 BIDs have completed the survey. An ad hoc committee will meet in the next 2 to 3 weeks to fine tune the survey results. Laurie asked the BID directors to submit the names of stakeholders who would be interested in appearing in a video to talk about the success of their BIDs.

**New Business**

Proposed changes to Lobbying Regulations

The City's Ethics Commission has proposed expanding the blanket exemption to the Municipal Lobbying Ordinance for 501(c)(3) organizations.

Security Director's Meeting

It was proposed the BID Security Directors meet 1 to 4 year, to discuss ideas, best practices and tactics, and that representatives from the LAPD be included.

The BID Consortium's next meeting is scheduled for Thursday, December 4, 2008 to be held at the Holiday Inn L.A. Civic Center, 1020 S. Figueroa, L.A. 90017.

**Meeting Adjourned at 1:30 p.m.**

**Los Angeles Business Improvement District Consortium December 2008**  
**Minutes Regarding City Actions**

**Date:**           **December 4, 2008**

**Time:**           12:00 - 1:30 p.m.

**Location:**    L.A. Live!  
                  Holiday Inn L.A. City Center  
                  1020 South Figueroa  
                  Los Angeles, CA 90015

**III.    Reports from Public Officials**

**Mayor's Office Representative (Gabriel Sermenio)**

Updates were given on highlighted programs under the Mayor's office. The following programs were mentioned:

- 50/50 Sidewalk Program
- Building Green Economy ([www.cleantechlosangeles.org](http://www.cleantechlosangeles.org))
- Solar Initiative (link on [www.mayor.lacity.org](http://www.mayor.lacity.org))
- Green Business Registration

For more information about participating/enrolling in these programs, please contact Gabriel at 213-978-0616 or via email at [GABRIEL.SERMENO@LACITY.ORG](mailto:GABRIEL.SERMENO@LACITY.ORG).

**Council Office Representative**

No representatives were present at the meeting.

**City Clerk's Office Representative (Miranda Paster)**

Renewing Property-based BIDs should have their draft Management District Plan into the Office of the City Clerk by December/January. Annual planning reports for the 2009 fiscal year of Property-based BIDs were due on December 1, 2008, and annual renewal reports for Merchant-based BIDs were due on October 1, 2008.

**Public Works Representative (Mike Espinosa)**

The Office of Community Beautification is able to continue providing free trash bags to BIDs through the end of the current fiscal year (to June 2009). Beautification Grant applications received by October 22, 2008 are being processed and notifications will be sent in mid January.

**Department of Water and Power Representative**

No regular report from LADWP, however, a representative was present to discuss New Business (see below).

**County Tax Assessor's Office Representative**

No representatives were present at this meeting

**IV. Old Business**

L.A. BID Consortium Surveys

The ad hoc committee met and has decided the order of the presentation, which will commence with a 3 minute video, followed by slides and photos (before and after), and completed by speaker points. A hard copy of the presentation will be given to City Council members, and specific speakers from BIDs may be used during the speaker portion. The total City Council presentation time will be between 10-15 minutes.

Interviews to be included in the video will be conducted in January and will be handled by Cesar and Phillip. Additionally, a list of 10 "benchmark" items will be comprised from the survey and from the City Clerk information for the presentation.

A request was made that all BIDs submit their official BID logo to Laurie Hughes as soon as possible. Logos will be placed on the letterhead for the presentation.

**V. New Business**

Los Angeles Homeless Services Authority (Fran Hutchins)

The Los Angeles Homeless Services Authority (LAHSA) is a joint power between the City and the County of Los Angeles and provides homeless services to the entire County. LAHSA is required to count the homeless people in the County every two years and is looking for volunteers – both BID security officers and lay volunteers – for their homeless persons count taking place nightly from January 27-29. For more information on volunteering, or about what LAHSA does, please visit <http://www.lahsa.org/>.

LADWP – Water Conversation Program (Tate Rider)

Information about the adopted Water Conservation Ordinance (Ord No. 180148, Council File No. 08-1557) was given. The new ordinance restricts the use of water by businesses, especially the use of water to clean sidewalks. Some special areas/businesses are exempt, however, the Department of Water and Power has an incentive/rebate program to purchase water equipment which meets the regulations of the Water Conservation Ordinance. More information about these incentives/rebates can be found through the "business incentives" link on the City's business website: <http://business.lacity.org/>

Next Meeting

The BID Consortium's first meeting of 2009 is scheduled for Wednesday, January 28, 2009 in the Board of Public Works Hearing Room located in City Hall, 200 North Spring Street, 3<sup>rd</sup> Floor, Room 361, Los Angeles, CA 90012

**Meeting Adjourned at 1:30 p.m.**

**Los Angeles Business Improvement District Consortium January 2009**  
Minutes Regarding City Actions

Date: **January 28, 2009**

Time: 12:00 - 1:30 p.m.

Location: Board of Public Works - Boardroom  
Los Angeles City Hall  
200 N. Spring Street – Room 361  
Hosted by the Hollywood Entertainment District

**Reports from Public Officials**

**Mayor's Office Representative (Gabriel Sermenio)**

Gabe wished the BIDs a Happy New Year and said that requests for CRA funding projects need to be submitted now.

**Council Office Representative (John Bwarie CD-12)**

John briefly discussed condition of the upcoming City budget and that the State would likely be taking back all the Gas Tax Funds which would affect City programs.

John also briefly discussed the LA LEAP Report that has been put forth by Councilmember Greig Smith. The L.A. Legislative Economic Action Plan is a package of motions aimed at refocusing the City's business growth strategy and would make targeted improvements to the City bureaucracy and take steps toward clean technology and biotechnology sectors in Los Angeles.

**City Clerk's Office Representative (Glenn Robison)**

Glenn reminded the Consortium that PBIDs renewing for 2010 need to have submitted their proposed Management District Plans and Engineer's Reports by now to be approved the City Clerk in order to begin the petition process.

Glenn also reported that evening-time public meetings are currently being held in various locations throughout the City to gather citizens input regarding what the City's budget priorities should be.

Glenn also briefly discussed how rent control would affect some properties included in BIDs.

**Public Works Representative (Valerie Shaw)**

Valerie stated that "deep cuts" and/or elimination of some Public Works projects would likely occur in the coming year and that she has not seen the City's budget in this bad of shape in the 20 years she has been associated with the City.

Gary Harris and Tom Caraballo gave reports regarding: Illegal Tree Trimming by Billboard companies; Alley Paving and Progress of the enforcement and implementation of the Newsrack Ordinance. The number to call to report illegal tree trimming is (213) 847-6000.

**Los Angeles Business Improvement District Consortium January 2009**  
**Minutes Regarding City Actions**

Michael Espinosa of the Board of Public Works' Office of Community Beautification reported that the 'number one' call to the City's 311hotline was for graffiti. Michael briefly discussed that 48 Community Beautification Grants were awarded this year and that 100 went unfunded. Michael also reported that there is no "concrete" news regarding the availability of trash bags in the new City budget.

**Department of Water and Power Representative (Mudia Aimiuwu)**

Mudia reported that the LADWP provides funding for community-based organizations to attract business through the Lighting Grant Programs. Mudia reminded the BID directors that they need to resubmit their grant applications every year.

**County Tax Assessor's Office Representative**

No representatives were present at this meeting.

**Department of Transportation**

Amir Sedadi of the Department of Transportation gave an update on the City's new Parking Meter program and some of the challenges that have been experienced so far and what recommendations would be made regarding the next steps that should be taken.

A brief update on the BID Consortium's State of the BID Presentation was given by Cesar Diaz of Cerrell Associates, Inc. Cesar reported that the presentation may be ready as early as the end of February to show to the consortium.

Sarah MacPherson of the Hollywood Entertainment District gave a brief presentation regarding alley assessments and the proposed improvements that are possible. The Hollywood Entertainment District BID currently assesses stakeholders for the maintenance of alleys adjacent to their property.

The BID Consortium's next meeting is scheduled for Wednesday, February 25, 2009 to be held at the Valley Economic Alliance Board Room in Sherman Oaks.

Meeting Adjourned at 1:30 p.m.



**Los Angeles Business Improvement District Consortium March 2009**  
**Minutes Regarding City Actions**

**Date:**           **March 25, 2009**

**Time:**           12:00 - 1:30 p.m.

**Location:**     Southwestern Law School  
                  3050 Wilshire Blvd.  
                  Los Angeles, CA 90010  
                  Hosted by the Wilshire Center Business Improvement District

**III. Wilshire Center - Cool District Presentation (Gary Russell)**

The Wilshire Center BID made a presentation on a Cool District program which creates a plan to reduce the Districts carbon dioxide emissions 2% each year over the next 40 years. The BID established a website to show progress and more information on the program which is scheduled to start in 2010. More information can be found now about the Cool District Program at the <http://www.wilshirecenter.com/earthday/CoolDistrict.htm>

**IV. Reports from Public Officials**

**Mayor's Office Representative**

No representatives were present at the meeting.

**Council Office Representative (John Bwarie CD-12)**

John stated that soon they will begin scheduling the State of the BIDs presentation for City Council. He also mentioned that BIDs may want to keep their boards aware of the City's budget process and tell their individual Council Offices of the programs and services they need.

**City Clerk's Office Representative (Rosemary Hinkson)**

Rosemary reported that 34 BIDs were represented at the Best Practices seminar that was held on March 19<sup>th</sup>. She also noted that any BIDs planning for a 2010 renewal should have already submitted their Management District Plan and Engineer's Report to the Office of the City Clerk. Additionally, Assessment Data for 2010 for all Property-based BIDs is due no later than June 1<sup>st</sup>.

**Public Works Representative (Michael Espinoza)**

Michael stated that Public Works is waiting for the 2009/2010 year budget to be released in order to know what the trash bag and graffiti budget will be for the upcoming year. Please contact Mike if you have any concerns.

**Department of Water and Power Representative (Mudia Aimuwu)**

Mudia reported that the lighting program has closed with 19 BIDs in consideration. Additionally, a new program is being developed which will expand the lighting program for more purposes. The program must be approved before more information and deadlines can be released. More information will follow at a later date.

**Los Angeles Business Improvement District Consortium February 2009**  
**Minutes Regarding City Actions**

**Date:** February 25, 2009

**Time:** 12:00 - 1:30 p.m.

**Location:** VICA / Economic Alliance Board Room  
5121 W. Van Nuys Blvd., Suite 200  
Sherman Oaks, CA 91403  
Hosted by the Studio City Business Improvement District

**Reports from Public Officials**

**Mayor's Office Representative (Gabriel Sermeno)**

No representatives were present at the meeting.

**Council Office Representative (John Bwarie CD-12)**

John stated that the Mayor would be submitting a budget April 20<sup>th</sup>, with input from neighborhood councils. Because of the City budget deficit there may be job reductions of 1,500 to 4,000 over the next 6 to 9 months. The federal stimulus package may fund some shovel ready projects that would have otherwise been cancelled

**City Clerk's Office Representative (Miranda Paster)**

Miranda announced that the City Clerk's Office would be hosting a PBID best practices seminar on March 19<sup>th</sup>.

Miranda noted that 5 BIDs still need to submit their Annual Planning Reports. Miranda also reminded everyone that BIDs which will expire on December 31, 2009 need to complete the renewal process by June in order to have their assessments placed on the County tax rolls for 2010.

**Public Works Representative (Michael Espinoza)**

Michael stated that Public Works is facing cuts of up to 30% and that this could result in cuts of up to \$6 million dollars for graffiti removal and elimination of some Public Works projects. For the time being Public Works still has trash bags and paint available.

**Public Works, Bureau of Sanitation Representative (Joe Marurino)**

Joe suggested consolidating trash companies within BIDs and talking to haulers about providing trash compactors. Joe stated the City only collects trash from residential properties of 4 units or less, and does not pick up pedestrian trash.

**Department of Water and Power Representative (Mudia Aimiuwu)**

Mudia of the DWP's Economic Development Group Grant Program stated that Holiday Lighting Grant Program checks should be disbursed in 4 to 6 weeks.

**Los Angeles Business Improvement District Consortium February 2009**  
**Minutes Regarding City Actions**

Mudia reported that the LADWP provides funding for community-based organizations to attract business through this program and for the past several holiday seasons, DWP's Economic Development Group has been offering these grants to the Business Improvement Districts to beautify their areas with festive lighting and other decorations. Mudia reminded the BID directors that they need to resubmit their grant applications every year and that his office needs the forms turned in by June to get them into the system. Mudia also stated that the DWP was looking at expanding the maximum amount of the grants from \$2,000 to \$5,000.

**County Tax Assessor's Office Representative**

No representatives were present at this meeting.

The BID Consortium's next meeting is scheduled for Wednesday, March 25, 2009 to be held at the Southwestern Law School, 3050 Wilshire Blvd., Los Angeles 90010.

Meeting Adjourned at 1:30 p.m.

**County Tax Assessor's Office Representative**

No representatives were present at this meeting.

**V. Old Business**

**LA BID Consortium State of the BID Presentation (Laurie Hughes)**

Laurie will distribute a draft copy of the presentation and report via email to all BIDs. She asked that all BIDs review the letterhead and ensure that the logos are correct. She also said that the Rand survey results will be added to the report as well as an Executive Summary.

**Recommended Vendors List (Russell Brown)**

Russell will create a proposed vendor listing and email it to the consortium group for revisions and additions.

**VI. New Business**

**Graffiti Removal Efforts (Lieutenant Hearn)**

Lieutenant II Charles Hearn from the Gang and Narcotics Division of the LAPD gave a presentation on the efforts LAPD is taking to address the graffiti problem. Their division is looking to catch perpetrators in the act of graffiti making and make an arrest. There is a \$1000 reward program for information leading to conviction of a graffiti crime.

Additionally, LAPD is working with Public Works for eradication of existing graffiti after cataloguing has occurred. Public Works takes pictures of graffiti, which are identified by location, and placed into the LAPD system. Lieutenant Hearn is looking at the possibility of being able to use pictures of graffiti taken by BIDs in the LAPD system. Lieutenant Hearn will also be able to furnish a listing of officers in special units who can work with BIDs for the tasks of their specific unit.

For more information on graffiti removal efforts with LAPD, please contact Lieutenant II Charles Hearn directly at (213) 847-1771.

**Slip and Fall lawsuit (Larchmont BID)**

The Larchmont BID has incurred monetary damages from a slip and fall lawsuit which occurred on a section of sidewalk in their district. Legal proceedings found that the BID, not the owner of property adjacent to the sidewalk, was partially liable for monetary settlement due to wording in the BIDs Management District Plan which stated that the Larchmont BID would maintain the sidewalks. The BID is now in the process of modifying and rewriting their Management District Plan.

The BID Consortium's next meeting is scheduled for Wednesday, April 29, 2009 to be held at the California Market Center, 110 East 9<sup>th</sup> Street, Los Angeles 90015.

Meeting Adjourned at 1:30 p.m.

**Los Angeles Business Improvement District Consortium April 2009**  
**Minutes Regarding City Actions**

**Date:**           **April 29, 2009**

**Time:**           12:00 - 1:30 p.m.

**Location:**     California Market Center  
                  110 E 9<sup>th</sup> Street, 13<sup>th</sup> Floor, PH 19  
                  Los Angeles, CA 90079  
                  Hosted by the Fashion District Business Improvement District

**III. Reports from Public Officials**

**Mayor's Office Representative**

No representatives were present at the meeting.

**Council Office Representative (John Bwarie CD-12)**

John briefly discussed the City's current budget hearings saying there were many proposals at this time dealing with one-time funding and department realignment in order to achieve \$500 million worth of cuts. John stated that by next month's consortium meeting he could offer a much better perspective of the situation even though a budget may not have been adopted by that time.

John also stated that three of the four suggestions made by the Consortium during the 'State of BIDs' presentation in Council on April 21 would continue to move forward but that proposal regarding a "BID Czar" would need to be better defined.

There was also discussion of 'early notification' specifically for the BIDs regarding Public Works, CRA and other proposed projects in their areas.

**City Clerk's Office Representative (Miranda Paster)**

Miranda reported that there are new BID formations being considered in the Loyola Village area of Westchester and on Melrose Place with a motion currently pending in the Jobs, Business, Growth and Tax Reform Committee to provide funding for consultant services for the proposed Loyola Village BID.

Miranda also reported that there are currently seven PBID renewals for 2010 in progress and reminded all the property BIDs that assessment data to be placed on the County's tax rolls for 2010 must be submitted to the City Clerk's office no later than June 1<sup>st</sup>.

**Public Works Representative (Michael Espinoza)**

Michael reported that he had good news that funding for trash bags has been restored in the budget and graffiti removal will not be cut. Michael also stated that the Community Beautification Grant program will continue but with less money for fewer grants than in previous years.

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**Department of Water and Power Representative (Mudia Aimiuwu)**

Mudia reported that he had bad news that the new program that would have expanded the DWP's lighting grant program for more purposes has been put on hold due to the current budget situation. Mudia can be reached at (213) 367-1418 for more information regarding the availability of DWP's Holiday Lighting Grant Program in the coming year.

**County Tax Assessor's Office Representative**

No representatives were present at this meeting.

The BID Consortium's next meeting is scheduled for Wednesday, May 27, 2009 to be held at the Valley Economic Alliance Board Room in Sherman Oaks.

Meeting Adjourned at 1:30 p.m.

**Los Angeles Business Improvement District Consortium May 2009**  
Minutes Regarding City Actions

Date: **May 27, 2009**

Time: 12:00 - 1:30 p.m.

Location: VICA/Economic Alliance Board Room  
5121 W. Van Nuys Blvd., Suite 200  
Sherman Oaks, CA 91403  
Hosted by the Encino Business Improvement District

### **III. Reports from Public Officials**

#### **Mayor's Office Representative**

No representatives were present at the meeting.

#### **Council Office Representative (John Bwarie CD-12)**

John reported that the Council Office is working on the Budget in the City's budget process. He also stated that the creation of the Economic Development Department (EDD), as mentioned by CD12 in Council after the State of the BIDs presentation, is still in the development stages and is awaiting scheduling for review and discussion by the Housing, Community, and Economic Development Committee (HCED). Once the item is scheduled and approved by HCED, it will be presented to full City Council for review and approval.

#### **City Clerk's Office Representative (Paul Makowski)**

Paul mentioned that the City Clerk's office is busy in the budget process and will be prepared to give a detailed report on the affect, if any, of the approved City Clerk budget on BIDs at the June BID consortium meeting. Additionally, the new City Clerk, June Lagmay, has confirmed availability to be introduced to the BID Consortium at the June meeting. No additional information was available to report.

#### **Public Works Representative (Michael Espinoza)**

Michael reported that they have secured in the budget the availability for BID bags and assistance with graffiti abatement. Additionally, there is \$525,000 for community beautification grants in which a new list of projects for grant eligibility is pending. Applications are tentatively expected to be out mid-July with a due date in October. More information to follow.

#### **Department of Water and Power Representative**

No representatives were present at this meeting.

#### **County Tax Assessor's Office Representative**

No representatives were present at this meeting.

#### **IV. Old Business**

##### **Initiative Follow-up**

###### **BID Czar Job Description (Laurie Hughes)**

A draft version of the job description is currently available and discussion continues on the content of the description as well as which department of the City should hold the position. Kerry Morrison is to "firm up" the current draft of the job description and then it will be passed to the BID Consortium group for review before the proposed job is officially presented to the City

###### **Early Notification (Laurie Hughes)**

A motion to create/add BIDs to the early notification system was passed on "consent" and the Planning Department was to respond back within 30 days. More information is to follow at the next meeting. However, Russ Brown receives early notification for his involvement with his Neighborhood Council and can forward information to Laurie Hughes for the time being.

###### **LAPD Training (Estella Lopez)**

Estella reported that a discussion with a chief sergeant provided a suggestion to hold peer trainings with each division department bureau. This would provide localized and specific specialized training on a competitive basis between all ranks within a division. More information on executing this is being researched, and feedback is expected within 30 days.

###### **Authority to Enforce City Code Violations (Estella Lopez)**

A meeting is pending. More information to follow.

###### **Submission to IDA/CDA Award (Laurie Hughes)**

The BID consortium is asking for volunteers to help fill out applications for both the International Downtown Association and the California Downtown Association annual achievement awards for the group effort of creating the State of the BIDs presentation. Please contact Laurie if you would like to aid in filling out an application.

###### **Lobbying Ordinance (Laurie Hughes and Estella Lopez)**

The new, rewritten ordinance is tentatively to be heard again by the Ethics Committee on June 9<sup>th</sup>. At this point, it is not known if the Committee will determine that BIDs are to be considered lobbyists or not. More information to follow.

###### **Recommended Vendors List (Russell Brown)**

Russell has created a proposed vendor listing and organized the info provided by category. It will be emailed to the consortium group for revisions and additions, and may be placed on the consortium website at a later time for

###### **Website Design (Laurie Hughes and Mike Russell)**

A draft website is available for review. More content will be added including information to educate about BIDs and links to BID websites. All proposed content is pending and



feedback is welcome. The website is [www.labidconsortium.org](http://www.labidconsortium.org) OR [www.LaBIDc.org](http://www.LaBIDc.org). Both names are currently registered and both go to the same website.

## **V. New Business**

### **Medical Marijuana Dispensaries (Estella Lopez)**

New focus has arisen on the number of Medical Marijuana Dispensaries operating in the City. Estella has a link, which will be distributed to the group, which goes to the number of clinics which are currently applying for a "hardship". This issue is new and rapidly growing, and is something that the consortium may want to keep track of. More information to follow.

### **Illegal Dumping (Estella Lopez)**

There has been a noticeable rise in illegal dumping in certain areas. Estella mentioned that it may be good to keep look of illegal dumping in BID areas and report occurrences as they occur.

The BID Consortium's next meeting is scheduled for Wednesday, June 24, 2009 to be held at the City Hall, 200 North Spring Street, 10<sup>th</sup> Floor, Room 1035, Los Angeles, CA 90012.

Meeting Adjourned at 1:30 p.m.

**Los Angeles Business Improvement District Consortium June 2009**  
**Minutes Regarding City Actions**

**Date:**           **June 24, 2009**

**Time:**           12:00 - 1:30 p.m.

**Location:**    Los Angeles City Hall  
                  Board of Public Works Hearing Room  
                  200 N Spring Street, 10<sup>th</sup> Floor, Room 1035  
                  Los Angeles, CA 90012  
                  Hosted by the Los Angeles City Clerk's Office

**III. Reports from Public Officials**

**Mayor's Office Representative (Gabriel Sermenio)**

Gabe distributed a contact list for the Los Angeles Business Team. He stated that it is their goal this year to assist 1,000 small businesses. For more information, visit their website at: <http://www.lacity.org/mayor/labt/>

**Council Office Representative (John Bwarie CD-12)**

John reported that given the City's current budget situation sidewalk repairs would be eliminated, but other programs directly related to public safety should be retained. John reminded everyone that watering of lawns and landscaping is permitted only on Mondays and Thursdays, before 9 am or after 4 pm.

**City Clerk's Office Representatives (June Lagmay)**

June introduced herself and gave a biography of her service with the City leading to her recent appointment to the position of City Clerk. She stated her support for BIDs; her desire to empower City Clerk employees; and gave an update on the implementation of the electronic record keeping program that can be found on the Council File Management System on the City Clerk's website.

**(Miranda Paster)**

Miranda mentioned that the due date for submitting assessment data to be placed on the County tax rolls was June 1<sup>st</sup>. She also noted that there are two BIDs renewing this year that need to submit their Management District Plans and Engineer's Reports for approval.

**Public Works Representatives (Valerie Shaw)**

Valerie reported that due to budget cuts it is likely that there will be a decline in services, such as eliminating sidewalk repairs and lengthening tree trimming schedules.

**(Paul Racs)**

Paul stated that the applications for community beautification grants should be available in mid-July, with a due date in October. He also noted that while the budget calls for the same total dollar amount for trash bags, the price of bags has risen. BIDs should try to conserve trash bags as much as possible.

**Department of Water and Power Representative (Mudia Aimiwu)**

Mudia of the DWP's Economic Development Group Grant Program stated that Holiday Lighting Grant Program checks should be disbursed in July.

**County Tax Assessor's Office Representative**

No representatives were present at this meeting.

**IV. Old Business**

**Initiative Follow-up**

**BID Czar Job Description (Laurie Hughes)**

Kerry Morrison is to submit the revised draft of the job description. Members were invited to share their thoughts on the position before the proposed job is officially presented to the City.

**Authority to Enforce City Code Violations (Estella Lopez)**

Estella will be participating in a land use and code enforcement working group with the City Attorney's Office.

In response to the BIDs request to assist in code enforcement, David Rivera of Public Works, Street Services Division, asked BIDs for help in gathering photos of graffiti and damage to news racks, so that they may send code violation notices to the owners immediately.

**Lobbying Ordinance (Laurie Hughes and Estella Lopez)**

Glenn Robison is to confirm whether BIDs will be exempt from the ordinance.

**Recommended Vendors List (Russell Brown)**

Russell has created a recommended vendor listing which may be placed on the consortium website at a later time.

**Website Design (Laurie Hughes and Mike Russell)**

Laurie thanked Mike Russell for updating the website. The website can be accessed at [www.labidconsortium.org](http://www.labidconsortium.org) OR [www.LaBIDc.org](http://www.LaBIDc.org). Both names are currently registered and both go to the same website.

The BID Consortium's next meeting is scheduled for Wednesday, July 29, 2009, to be held at the Bureau of Sanitation, 1149 S. Broadway, Conference Room SB6, Los Angeles, 90015.

Meeting Adjourned at 1:30 p.m.

**Los Angeles Business Improvement District Consortium July 2009**  
**Minutes Regarding City Actions**

**Date:**           **July 29, 2009**

**Time:**           12:00 - 1:30 p.m.

**Location:**     Bureau of Sanitation  
                  Conference Room SB6  
                  1149 S Broadway  
                  Los Angeles, CA 90015

**III. Reports from Public Officials**

**Mayor's Office Representative**

No representative was present at this meeting.

**Council Office Representative**

No representative was present at this meeting.

**City Clerk's Office Representatives (Miranda Paster)**

Miranda reported that the PLUM committee has heard the Early Notification item for BIDs and found that it will take approximately 40 programmable hours to produce the agenda notifications. The Planning Department reported completion in approximately 2 months. Please give your organization's email for agenda notifications to Miranda ASAP to be included in the notifications. Additionally, Miranda reported that Angela Kaufman of the Department on Disability (as well as the LA City Attorney's office) has confirmed that the Brown Act requires information for foreign language and special access must be included on each agenda notification. Please contact Miranda for sample language.

**Public Works Representatives**

**Office of Community Beautification (Mike Espinosa)**

Mike reported that trash bags are available. The Community Beautification Grant application for 2009-2010 is also available. Applications are due on Tuesday, October 20, 2009, and can be accessed online at [www.laocb.org/cbgrant](http://www.laocb.org/cbgrant)

**Bureau of Sanitation - SPECIAL PRESENTATION**

Multiple representatives from the Bureau of Sanitation gave presentations on recycling and waste removal specifically focused on commercial businesses in Los Angeles. Information provided also included legal sanitation requirements for businesses per LA City ordinances and other State/Local laws. Presentations included information on commercial business recycling, hazardous waste removal, food waste removal for restaurants, and construction waste removal. For more information, please contact the Bureau of Sanitation's Solid Resources Division at (213) 485-2260 or visit the division website at [http://www.lacity.org/san/solid\\_resources/](http://www.lacity.org/san/solid_resources/). Additionally, certain types of waste collection/recycling appointments can be made by calling 1-800-98-TOXIC

**Department of Water and Power Representative (Mudia Aimiuwu)**

Holiday Lighting Grant Program checks are available. Please contact Mudia to receive your check.

**County Tax Assessor's Office Representative**

No representative was present at this meeting.

**IV. Old Business**

**Initiative Follow-up**

**BID Czar Job Description (Sarah MacPherson)**

A draft version of the job description – tentatively renamed Director of BID Affairs – is available for review. Please review and email comments to Sarah MacPherson at [sarah@hollywoodbid.org](mailto:sarah@hollywoodbid.org)

**Early Notification (Miranda Paster)**

Please see City Clerk info above.

**LAPD Training Module (Estella Lopez)**

No update for this month

**Authority to Enforce City Code Violations (Estella Lopez)**

Meetings in progress – More information to come.

**Lobbying Ordinance (Laurie Hughes and Kent Smith)**

Formal language to exempt BIDs from the Ordinance was forwarded. Awaiting response.

**Website Design (Laurie Hughes and Mike Russell)**

A new page for sharing resources is planned to be added to the website shortly.

**V. New Business**

**Fall 2009 Dine LA (Carrie Kommers)**

A fall version of the popular winter event will take place the 1<sup>st</sup> two weeks of October – Oct 4<sup>th</sup>-9<sup>th</sup> and the 11<sup>th</sup>-16<sup>th</sup>. To take place in the event, which offers specially priced 3-course meals to restaurant patrons, please contact Carrie at [ckommers@lainc.us](mailto:ckommers@lainc.us), or visit the Dine LA website at <http://discoverlosangeles.com/play/dining/restaurantweek/>. The deadline to register is August 31, 2009.

The BID Consortium's next meeting is scheduled for Wednesday, August 26, 2009, to be held at the VICA / Economic Alliance Boardroom, 5121 W. Van Nuys Blvd., Ste. 200, Sherman Oaks, CA 91403.

Meeting Adjourned at 1:30 p.m.

**Los Angeles Business Improvement District Consortium September 2009**  
Minutes Regarding City Actions

Date: **September 30, 2009**

Time: 12:00 - 1:30 p.m.

Location: Los Angeles City Hall  
200 N. Spring Street, Room 1035  
Los Angeles, CA 90012  
Hosted by the Tarzana Business Improvement District

**III. Reports from Public Officials**

**Mayor's Office Representative (Gabriel Sermeno)**

Gabe reports that the Mayor's Business Team is working on a new \$15 million Citywide Valley Economic Development Center (VEDC) Small Business Loan Program that will create new permanent jobs for low to moderate-income residents. Gabe explained that the Los Angeles Citywide Small Business Loan Program will focus on providing capital to existing businesses to help offset the current economic downturn. In light of the severe national credit crunch, many small businesses in the City of Los Angeles are shut out of access to credit and capital markets. This citywide funding program meets businesses' demand for credit when private banks and other lenders have not been able to supply their needed credit. The Loan Program will require the borrowing businesses to create new permanent jobs and retain the existing level of employment. New jobs will be made available to the unemployed and low to moderate-income persons and must pay wages and salaries that at a minimum meet the City's Living Wage Ordinance.

Gabe reports that the citywide funding program is intended to meet businesses' need for credit which private banks and other lenders have not been able to supply recently. Loan amounts will range from \$50,000 to \$400,000, with a projected average amount of \$250,000. Qualifying businesses can use loan proceeds for refinancing debt; purchasing inventory, equipment, or commercial real estate property; working capital; or tenant improvements. The Los Angeles Community Development Department (LACDD) is using Section 108 funds from the U.S. Department of Housing and Urban Development (HUD) to create the \$15 million loan pool for the program.

**Council Office Representative (John Bwarie CD-12)**

John said that the City's current budget that was adopted in June will probably have to be re-opened to deal with the current \$400-million gap that may widen to \$800-million by July 2010. John says that all but the basic services of the City will be affected. John also reports that District 12 Councilmember Greig Smith is now chair of the Public Safety committee and that District 7 Councilmember Richard Alarcon is now chair of the Jobs and Business Development Committee.

**City Clerk's Office Representative (Miranda Paster)**

Miranda reminded the Consortium that Annual Reports for all the property-based BIDs (PBIDs) must be submitted to the City Clerk by December 1<sup>st</sup> and that all of the merchant-based BIDs (MBIDs) annual reports were due by October 1<sup>st</sup>. Miranda asked that if the Annual Reports could be submitted before that time to please do so. Miranda

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explained that a chart of revenue and expenditures must also be included in the annual reports.

Miranda reminded BIDs, that expire in December 2010, to have their new Management District Plans and Engineer Reports submitted for approval by the City Clerk as soon as possible by January 2010. This is necessary to allow enough time to gather petitions, go to Council and complete the re-establishment election procedure to be finished in time for the BIDs' assessments to be placed on the County's tax rolls.

Miranda reported that are new BID formations being considered in the Loyola Village area of Westchester, in Echo Park and on Cesar Chavez Boulevard.

Miranda reported that the City Clerk Chief of Administrative Services Glenn Robison had transferred to the City's Harbor Department and that she and Holly Wolcott would be the Administrative Services Division contacts for the present time.

**Public Works Representative (Paul Racs)**

Paul reported that the organizations wishing to apply for the 2009-10 Community Beautification Grant must submit their applications to the Board of Public Works Office of Community Beautification by Tuesday, October 20, 2009. Paul also said that grant program will continue but with less money for fewer grants than in previous years. Paul reported that as of now funds for trash bags and graffiti abatement should be available until July 2010 but does not know if they will be cut from future budgets.

**Department of Water and Power Representative (Roberto Pena)**

Roberto reported that the Los Angeles Department of Water and Power (LADWP) is participating in the National Public Power Week celebration, October 9th -12th to signify the special relationship between municipal utilities and their customer owners. Activities during that week will include recognition of eight large non-governmental customers that partnered with LADWP in implementing significant energy saving and/or environmentally-sensitive projects. DWP will also be sponsoring three public events to provide information on its services and programs for customers and will distribute all of these materials at its Customer Service Centers. A special Electric Safety Demonstration will be offered at the downtown event. More information can be obtained by contacting Robert Pena at 213-367-4094.

**County Tax Assessor's Office Representative**

No representatives were present at this meeting.

The BID Consortium's next meeting is scheduled for Wednesday, October 28, 2009 to be hosted by the Hollywood Media BID at the Hollywood Forever Cemetery at 6000 Santa Monica Boulevard in Hollywood.

Meeting adjourned at 1:30 p.m.

**Los Angeles Business Improvement District Consortium October 2009**  
Minutes Regarding City Actions

**Date:**           **October 28, 2009**

**Time:**           12:00 - 1:30 p.m.

**Location:**     Hollywood Forever Cemetery  
6000 Santa Monica Blvd.  
Hollywood, CA 90038  
Hosted by the Hollywood Media District BID

**III. Reports from Public Officials**

**Mayor's Office Representative**

No representatives were present at the meeting.

**Council Office Representative (John Bwarie CD-12)**

John reported that despite the City Council's adoption of an early-retirement program and furlough days for civilian employees, there is still a \$100-million shortfall in the City's current fiscal year budget which may widen to \$400-million by July 2010 (the beginning of the City's next fiscal year).

John reported that there are three candidates remaining on the list for Los Angeles Police Chief and that by this time next week the Mayor will have announced his selection which will then go before Council for approval.

**City Clerk's Office Representative (Rosemary Hinkson)**

Rosemary reminded the Consortium that Annual Reports for all the property-based BIDs (PBIDs) must be submitted to the City Clerk by December 1<sup>st</sup> and that all of the merchant-based BIDs (MBIDs) annual reports were due by October 1<sup>st</sup>.

Rosemary reported that Miranda will be off for the next six weeks and also that the City Clerk's Chief of Administrative Services, Glenn Robison, had transferred to the City's Harbor Department and that she and Holly Wolcott would be the Administrative Services Division contacts for the present time.

**Public Works Representative (Michael Espinoza)**

Michael reported that for the time being there are still trash bags available to the BIDs. Michael also reported that the application deadline (October 20<sup>th</sup>) had just passed for the 2009-10 Community Beautification Grants and that \$525,000 for approximately 70 grants citywide would be funded this year.

**Department of Water and Power Representative (Mudia Aimiuwu)**

Mudia reported that Daniel Freeman had been appointed as the DWP's interim General Manager.

**County Tax Assessor's Office Representative**

No representatives were present at this meeting.



#### **IV. Old Business**

##### **Lobbying (Kerry Morrison)**

The City's Ethics Commission is considering new ordinance with rules that would treat the BIDs as lobbyist organizations. Kerry reported that she and other BID directors have been meeting with Councilmembers' staff to have an exemption put forward in the new rules for BIDs. The highly transparent nature of the BIDs' relationship with the City is due to the reporting and other requirements of their administration contracts.

#### **V. New Business**

##### **Early Notification (Russell Brown)**

Russell gave an extensive overview and explanation about the information that was available from the City's Early Notification system and how this information could be used by the BIDs.

The BID Consortium's next meeting is scheduled for Wednesday, December 2, 2009 to be held at LA Live in downtown Los Angeles.

Meeting adjourned at 1:45 p.m.